

BYLAWS TO THE CONSTITUTION OF THE VALPARAISO UNIVERSITY STUDENT SENATE

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ARTICLE 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 constituencies:

First-Year	4
Second-Year	4
Third-Year	4
Fourth-Year	4
At-Large	6
Commuter	2
Graduate	1

Clause 1 A constituency that wishes to have a seat on the Student Senate may file a petition to create a new seat, signed by one quarter of the students in that constituency. This petition will be reviewed by the Student Senate Executive Committee, which will make a recommendation to the full Student Senate. A $\frac{7}{8}$ (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 the Student Senate Executive Committee, which will make a recommendation to the full Student Senate. A $\frac{7}{8}$ (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 (above). All eliminated seats will be reinstated in the next election cycle.

Clause 3 At the beginning of the fall semester, five (5) students shall be nominated by the Student Body President to serve on the University Council.

Section B

Qualifications

- Clause 1 Student Senators, with the exception of First-Year Senators, must also have completed at least twelve (12) credit hours at Valparaiso University.
- Clause 2 All Student Senators must be a member of their constituencies for the duration of their term in office.
- Clause 3 All Student Senators must have, then subsequently maintain, at least a cumulative GPA of 2.5 during their term of office.
- Clause 4 Senators shall approach Student 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 abstain during related votes or discussions.
- Clause 5 Candidates for the Commuter seats shall be a commuter student not living in university-operated housing. Candidates shall be a commuter student at the start of their term, and elections shall be held during the spring election cycle. In addition, candidates must also meet the qualifications outlined in Clauses 1 and 2 within this section. Refer to [Addendum VIII](#) to see the current list of university-operated housing.
- Clause 6 Candidates for the Graduate seat will be an appointed member from the Graduate Student Advisory Council, and may not run for any other position, including Executive Office positions, on the Student Senate. The Student Senate will be made aware of this appointee before the start of classes in the fall semester.
- Clause 7 Candidates for the First-Year seats shall have completed no more than one (1) semester of undergraduate studies at Valparaiso

University by the time of their oath of office. First-Year seats shall not be based on credits earned, but time spent at an undergraduate institution.

Clause 8 Candidates for the Second-Year seats shall have nearly completed at least two (2) semesters, and no more than three (3) semesters, of undergraduate studies by the time of their oath of office. Second-Year seats shall not be based on credits earned, but time spent at an undergraduate institution.

Clause 9 Candidates for the Third-Year seats shall have nearly completed at least four (4) semesters of undergraduate studies, but no more than five (5) semesters, by the time of their oath of office. Third-Year seats shall not be based on credits earned, but time spent at an undergraduate institution.

Clause 10 Candidates for the Fourth-Year seats shall have nearly completed at least six (6) semesters of undergraduate studies by the time of their oath of office. Fourth-Year seats shall not be based on credits earned, but time spent at an undergraduate institution.

Clause 11 Candidates for the At-Large seats shall have completed at least twelve (12) credit hours of undergraduate courses. Candidates for the At-Large can be members of any constituency on campus.

ARTICLE II Oath of Office

Section A Before any person taking an Executive position of the Student Senate listed in Article I of the Bylaws or Article I of the Constitution, or taking a position of Senator of the Valparaiso Student Senate listed under Article I, Section A , may take office, they shall take the oath outlined in Article I, Section A, Clause 1 of [Addendum VII](#).

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

Section C All students who take an oath stipulated in Section A or Section B of Article I must all sign the document outlined in Article I, Section C of [Addendum VII](#).

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

ARTICLE III Stipends

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

Student Body President	\$4000
Student Body Vice President	\$4000
Executive Treasurer	\$2400
Executive Secretary	\$2000
Public Relations Coordinator	\$2000
Standing Committee Chair	\$1000
Standing Committee Vice Chair	\$600

ARTICLE IV Procedure of Committee Membership of the Student Senate

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Section A The Standing Committees as enumerated in the several Articles following, must follow the rules set forth in this Article. Refer to Addendums [I](#), [II](#), [III](#), [IV](#) and [V](#) to see current standing committees.

Section B Removal of and Reinstatement of Members of Committee

Clause 1 Any Committee Chair may be removed from their respective Chair position upon the request of two voting members of that committee and by a $\frac{2}{3}$ (two-thirds) affirmative vote by the Student Senate. The Chair may not vote in the matter of their removal and shall abstain. In this fashion, the Chair shall be removed from the position, 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 (2) 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 themselves.

Clause 3 Any voting member who is not a member of the Student Senate may be removed from the committee upon the request of the Chair and a simple majority vote by the Student 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*, they 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 of the Chair and a $\frac{2}{3}$ (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.

ARTICLE V Student Senate Executive Committee

Section A Membership

Clause 1 Voting Membership

Student Body President
Student Body Vice President
Executive Treasurer of the Student Senate
Executive Secretary of the Student Senate
Public Relations Coordinator of the Student Senate
Chairs of all current Standing Committees

Clause 2 *Ex-Officio*, Non-Voting Members

Student Senate Advisor(s)

All Chairs of currently commissioned Ad-Hoc Committees

Clause 3 The Senators may attend to make constituency reports.

Clause 4 Refer to [Addendum I](#) for membership, duties, and procedure.

ARTICLE VI Standing Committees

Section A Composition of Standing Committees

Clause 1 The Student Senate shall consist of standing committees that will be permanent installations of the Student Senate. These committees will be continuous through each academic year and may only change with a $\frac{3}{4}$ (three-fourths) approval of the Student Senate. Changes to the standing committees will be done through an affirmative vote of changing the accompanying Addendums to the Bylaws.

Section B Standing Committee Leadership & Membership

Clause 1 Each Chair of a standing committee shall be elected by the Student Senate General Assembly with $\frac{3}{4}$ (three-fourths) affirmative votes at the beginning of each legislative session. Each Chair shall be a voting member of the Executive Committee. This will take place following the Adjournment *Sine Die* Procedure outlined in Section F of Article IV of the Constitution.

Clause 2 Members of standing committees shall be current members of the Student Senate and positioned by the Student Body Vice President at the beginning of each legislative session. It is up to the discretion of the Student Body Vice President of how senators will be positioned in committees.

Clause 3 Each Student Senator must be a member of a standing committee. No Student Senator can serve on more than one (1) standing committee.

Section C Refer to Addendums [I](#), [II](#), [III](#), [IV](#) and [V](#) for current Standing Committees and the duties of the committees.

ARTICLE VII Ad-Hoc Committees

Section A Composition of Ad-Hoc Committees

Clause 1 The Student Senate shall have the ability to commission, or create, ad-hoc committees at any point during the academic year in order to address specific topics of concern and interest. An ad-hoc committee

shall be commissioned by the Student Body President, and subsequently decommissioned by the Student Body President. The Student Body President must commission an ad-hoc committee at the beginning of each academic year if they wish to continue an ad-hoc committee's standing.

Section B Ad-Hoc Committee Leadership & Membership

Clause 1 Chairs of an ad-hoc committee shall sit on the Executive Committee with the invitation of the Student Body President and shall remain on the Executive Committee for as long as the ad-hoc committee is commissioned. An ad-hoc committee chair will be a non-voting, *ex-officio* member of the Executive Committee.

Clause 2 Members of an ad-hoc committee shall be current members of the Student Senate, nominated by the standing committees of Student Senate, and then subsequently voted on with a simple majority vote affirmative vote within the respective committees. Any non-Senate positions on an ad-hoc committee shall be nominated by the Student Senate General Assembly and subsequently voted on with a $\frac{2}{3}$ (two-thirds) affirmative vote.

Section C Refer to [Addendum VI](#) for list of Ad-Hoc committees and duties of the ad-hoc committees.

ARTICLE VIII Student Senate Elections

Section A Candidacy for Senators of the Student Senate

Clause 1 Nominees shall submit to the Elections & Outreach Committee a petition requesting candidacy. Completed petitions shall include the signatures of one (1) Student Senator and at least thirty (30) undergraduate student "signatures" from the constituency the candidate wants to represent. The candidate shall sign the petition. At-Large Senator petitions require at least fifty (50) undergraduate student "signatures".

Clause 2 The Elections & Outreach Committee shall create an event under the myValpo software concerning elections, and give access to each candidate to use the software to collect the Student ID numbers, or "signatures", of their constituents to complete their petition.

Clause 3 Candidates may only obtain "signatures" from the individuals who are qualified to vote in that constituency.

Clause 4	Petitions for all elections shall be available one week prior and must be turned into the Elections & Outreach Committee by the deadline established in Section F.
Clause 5	Candidates for Student Senate seats must have a cumulative GPA of at least 2.5 or better, with the exception of first semester first-year students. Candidates must meet the requirements for the seat they seek.
Clause 6	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 F. Each representative shall be subject to and accountable for stipulations set forth in Section C of this Article.
Clause 7	A candidate may revoke their representatives' official status, but may not declare additional representatives after the organizational meeting. Candidates must notify the Elections & Outreach Committee Chair of the revocation of a representative's official status. Candidates are considered to be in control of their representatives' actions.
Section B	Candidacy for Student Body President and Student Body Vice President
Clause 1	Nominees shall submit to the Elections & Outreach Committee a petition requesting candidacy. The petition shall be signed by a Student Senator 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 F.
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 F. Each representative shall be subject to and accountable for stipulations set forth in Section C of this Article.
Section C	Campaigning
Clause 1	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 & Outreach 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 Student Senator candidates may spend up to \$100.00 on campaign costs. Candidates for President and Vice President may spend up to \$200.00 on campaign costs. Receipts of campaign materials must be turned into the Elections & Outreach Committee before the counting of the ballots.

Clause 5 All campaigning materials must be down by the end of the day on Election Day.

Clause 6 No members of the Elections & Outreach Committee shall be involved in the campaigning of any candidate.

Clause 7 Neither Student Senate resources, nor the equipment of a recognized organization, may be used by a candidate in their campaign.

Clause 8 Each candidate is responsible for the fairness of their campaign. Infractions of regulations may warrant disqualification of the candidate by the Elections & Outreach Committee.

Clause 9 All formal campaigning shall cease at the closing of the ballot boxes.

Section D 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 C.

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

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

Section E	Petitions
Clause 1	The Committee shall make petitions available as stated in Section A of this Article.
Clause 2	A copy of the Student Senate Election Articles, the Student Senate Membership Roster, the Elections Timeline, and the Elections & Outreach Chair Contact Information shall be appended to the petition.
Clause 3	The Committee shall release information about the petition process to all campus news media entities one week prior to the date petitions will be available.
Section F	Elections Organizational Meeting
Clause 1	The Elections Organizational Meeting shall be held on a date and at a time to be determined by the Elections & Outreach Committee, but must occur before the commencement of formal campaigning.
Clause 2	At the meeting the candidates shall: <ul style="list-style-type: none"> 1. Have the opportunity to ask questions regarding the Elections Article 2. Be given a list of deadlines to meet 3. Have a formal announcement of candidates running in each category.
Clause 3	A candidate, or their 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 G	Time of Elections
Clause 1	Elections for Student Body Executives and Student Senators shall be held at the same time, and 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 & Outreach Committee.
Clause 2	Elections for all of the First Year Class 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 & Outreach Committee.
Section H	Method of Elections

- Clause 1 The specific time, place and method of voting shall be at the discretion of the Elections & Outreach Committee. Voting shall be by Student ID.
- Clause 2 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's 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 their candidacy. An "other" option shall be provided on the ballot to accommodate a space for write-in candidates. The write-in candidate must notify the Elections Committee and submit their petition at the latest twenty-four (24) hours before the election.
- Clause 3 Information regarding any and all students' candidacies shall be released prior to the Election by the Elections & Outreach Committee with the help of the Public Relations Coordinator of the Student Senate.
- Clause 4 If only one candidate from a constituency files a petition for candidacy, and no write-in candidates file a petition by the final twenty-four (24) hours prior to the conclusion of the election, the Elections & Outreach Committee shall cancel the election for that constituency, and seat the candidate. If no petitions for candidacy are received from a constituency, and exactly one write-in candidate files a petition by the final twenty-four (24) hours prior to the election, the Elections & Outreach Committee shall cancel the election for that constituency and seat the candidate.
- Clause 5 A meeting of the Elections & Outreach Committee shall be held after the closing of the polls to tabulate the votes. Each candidate or designate must be convened after the tabulation of the ballots in order to certify the election and be declared the winner. After the tabulation of the votes has been completed, the Elections & Outreach Committee Chair, the Student Body President, and all candidates are then given the opportunity to sign a statement in regards to the election process, reading "I hereby agree that all election procedures have been in accordance with the elections rules." This statement shall be called "Approval of the Election".
- Clause 6 If any person feels that any of the candidates may have violated the Elections Article, they may decline to sign the statement and shall

submit a written objection to the Elections & Outreach Chair within twenty-four (24) 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 Elections & Outreach Committee shall meet in closed session to rule on those possible violations.

- Clause 7 If the Committee decides by a $\frac{3}{4}$ (three-fourths) vote of the members that a candidate intentionally violated the Bylaws, the candidate shall be disqualified.
- Clause 8 Any appeals regarding disqualification of a candidate shall be immediately referred to the Elections Grievance Committee. The Elections Grievance Committee will be composed of the current Student Body President, Student Body Vice President, and three members of the Student Senate chosen at random, given they are not running in the current election. The process shall be as follows:
1. Both the candidate and the Elections & Outreach Committee Chair shall present the appeal.
 2. A simple majority shall be required to overturn the decision of the Elections Committee.
 3. The Elections Grievance Committee shall have met and made a decision regarding the appeal within forty-eight (48) hours.
 4. The decision of the Elections Grievance Committee shall be final.
- Clause 9 Senators and Executive Officers shall be elected by a plurality of votes from their respective constituency.
- Clause 10 The Elections & Outreach Committee shall release results of constituency elections on conclusion of ballot counting and resolution of any complaints in each district. The Elections & Outreach Committee shall also maintain a record of the results and voter turnout. The Chair shall release unofficial election results to the campus news media at the conclusion of ballot counting and the resolution of any complaints.
- Clause 11 After the signing of the "Approval of the Election" document, the Election & Outreach Committee Chair shall prepare a Certificate of Elections form stating that the student was

elected by their 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 & Outreach Committee Chair and the Student Body President. This form must be submitted to the Executive Secretary of the Student Senate before the student takes the oath of office. The form shall follow the wording outlined in Article II, Section A, Clause 1 of [Addendum VII](#) of the Bylaws, for the Student Body President and Vice President.

Section I Term of Office

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

Clause 2 The Executive Treasurer, Executive Secretary and Public Relations Coordinator of the Student Senate shall all take their oaths of office at the end of the last Student Senate General Assembly meeting of the year. This will begin their term and continue until their successors take the same oath the following year.

Clause 3 The term of office for the Senators of the Student Senate shall begin upon their taking of the oath of office as outlined in Article III, Section B following the adjournment of the last General Assembly meeting of the academic year in the spring semester, and continue until the Student Senate adjourns sine die at the end of the following spring semester. The process should follow the procedure outlined in Section J and be given authority from Section F of Article IV of the Constitution.

Section J “Adjournment Sine Die” Procedure

Clause 1 Immediately following the adjournment of the last General Assembly meeting of the academic year in the spring semester, the newly elected senators, including the President- and Vice President-elect and selected Executive Board members, shall call an abbreviated General Assembly meeting to order for all members to take their oath of office. This shall usher in the next legislative session.

Clause 2 Immediately following the swearing in of all senators and new Executive Board members, the new Student Body Vice President shall lead the newly-sworn in General Assembly in the election of Standing Committee Chairs. Committees outlined in Article VII shall be the standing committees that must have a chair elected. Elected Chairs must meet qualifications outlined in Addendums II, III, IV, and V. Procedure must follow that of Article VI. The Executive Committee Chair shall be the Student Body President.

ARTICLE IX The Grievance Committee

Section A Membership

Clause 1 The Grievance Committee shall consist of five (5) Student Senators, one (1) acting as the Chair. Each standing committee, outlined in Article VI of the Bylaws, shall select one member to serve on the Grievance Committee at the first formal meeting of each committee in the fall semester.

Clause 2 All members of the Grievance Committee shall serve until the end of the academic year. If a member resigns from Student Senate, the committee of which the resignee sat shall select a new member for the Grievance Committee.

Section B Duties

Clause 1 The Grievance Committee shall investigate all matters of grievances submitted by Student Senators and follow the guidelines for Impeachment outlined in Article VII of the Constitution of the Valparaiso University Student Senate.

Clause 2 The Grievance Committee shall have full authority and jurisdiction over grievance hearings and proceedings, and shall submit a final decision on the disciplinary action handed to the accused individual. The Executive Secretary of the Student Senate shall advise the Grievance Committee in any way the committee finds necessary.

Clause 3 In the event that the Executive Secretary is the individual who is accused, the Public Relations Coordinator of the Student

Senate shall sit in the advisory role.

Section C Voting & Procedure

Clause 1 Quorum for the Grievance Committee shall be all voting members and the Chair.

Clause 2 Decisions of the committee that result in the removal of a Student Senator or Student Senate Executive Officer must be a unanimous vote of the committee.

Clause 3 The Chair of the Grievance Committee shall give the formal decision of the committee to the Executive Secretary. A Grievance Committee member will present their formal decision and report to the General Assembly immediately following their last meeting.

Clause 4 All additional proceedings and voting measures of the Grievance Committee are outlined in Article VII of the Constitution.

ARTICLE X Recognized Student Organizations

Section A Requirements of Recognized Student Organizations

Clause 1 Recognized student organizations must have a faculty or staff advisor who may be any individual employed by the University.

Clause 2 Recognized student organizations must be run entirely by students. The executive and stipend positions of the student organization must be filled by currently enrolled Valparaiso University students.

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

1. A purpose statement, one that does not oppose that of Valparaiso University.
2. Description of the organization's structure.
3. Description of the organization's operations.
4. Description of who is eligible to be a member (expressly delineating that only currently enrolled Valparaiso University students can be voting members of their organization).
5. A clause specifying that all executive and stipend positions must be filled by currently enrolled Valparaiso University

students.

6. Description of the expectations of being a member.
7. 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, gender, or sexual orientation.
8. An amendment process.

Clause 4 No student organization shall receive funds, financial resources, staff support, or any other support that requires financial resources from a parent or national organization with which they are affiliated, except in the case of philanthropic organizations, honor societies, or professional fraternities at the discretion of the Operations Committee.

Section B Benefits for Recognized Student Organizations

Clause 1 Recognized Student Organizations are:

1. Authorized to participate in the Student Involvement Fair.
2. Authorized to be published in the Student Handbook, the Valparaíso University Catalog, the Student Organization Directory, the Monthly Activities Calendar, and other similar publications.
3. Authorized to utilize campus media resources.
4. Authorized to reserve space on campus.
5. Authorized to receive Student Activities money according to the Student Senate guidelines.
6. Authorized to publicize on campus according to stated rules and regulations.
7. Authorized to sponsor activities on campus.
8. Placed on the Student Senate mailing list.

Section C Procedure for Recognition

Clause 1 In order for a student organization to receive recognition, 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 Article, the appropriate standing committee may, upon its discretion, recommend

approval contingent on the organization changing its Constitution within a deadline given by the appropriate standing committee. The organization will not be eligible to receive the benefits of recognition defined in Section B until proper Constitutional changes are made. If the organization fails to submit a revised Constitution within the deadline, recognition shall be revoked.

Section D For recognition by the Student Senate, all organizations must first be approved by a simple majority of the appropriate standing committee, and then approved by a simple majority of the full Student Senate.

Section E Any organization recognized by the Student Senate may have their recognition revoked at the discretion of the Operations Committee at any time. The Operations Committee must inform the Student Senate at its next regular meeting in a report given by the Committee Chair. The Student Senate can override the decision of the Committee by a $\frac{2}{3}$ (two-thirds) majority vote.

Section F The Student Senate shall be exempt from the process of re-registration to which budgeted organizations are subject. The appropriate standing committee shall not have the power to revoke the status of the Student Senate. It shall be the duty of the appropriate standing committee to ensure that the Student Senate abide by the Articles, Sections, Clauses, Sub-Clauses, and accompanying Addendums 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 G Funding requests and budgets for all recognized organizations shall be done in accordance with [Addendum II](#) to the Bylaws of the Student Senate.

ARTICLE XI Financial Account Guidelines

Section A Budget Year

Clause 1 Student Senate shall operate on a budget year beginning on July 1 and ending on June 30.

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 Rollover Account

Clause 1 The Rollover Account shall be used to form a Discretionary Grants Program each year. The Discretionary Funds Ad-Hoc Committee will distribute the available funds in the Rollover account according to [Addendum VI](#).

ARTICLE XII Student Organization Budgeting

Preamble The Student Senate is authorized by Valparaiso University's Board of Directors to collect the Student Activities (Student Senate) portion of the general fee at 1% of the College of Arts and Sciences tuition up to a maximum of \$19,000 tuition and 0.6% (six-tenths of 1%) above \$19,000 per student. The University will cap the amount of money Student Senate receives from the Student Activities portion of the general fee at \$622,455, which represents the amount transferred for fiscal year 2009. If any additional fees are collected by the University related to the Student Activities (Student Senate) portion of the general fee, said funds shall be used to reimburse the University for any funds it pays to the City of Valparaiso for the V-Line bus service. If sufficient fees are collected relating to the V-Line bus service, the additional fees will be transferred to the Student Senate.

Section A Allocation

Clause 1 Funds will be allocated once per year, and the process will begin no later than the seventh week of the Spring semester of each academic year.

Clause 2 Funds will be allocated between the following categories based on a three-year average of the spending of the organizations within each category:

1. Student Senate Operational Funding and Honor Council stipends – 10%
2. Special Interest Organization Funding – 25%
3. Funding Commissions
 - i. Programming Commission – 35%
 - ii. Media Commission – 30%

Section B Student Senate Authority of Funding

- Clause 1 Operational Funding will be allocated to ensure the operations of the Student Senate in addition to the following:
1. Stipends for Student Senate and Honor Council
 2. Funds to support the student organization supplies and resources available in the Center for Student Involvement
 3. Funds to support individual member dues for students of a specific EFC at Valparaiso University.
 4. All new organizations that are recognized in the fall semester will automatically receive \$1,000.00, as a Special Interest Organization, and all new organizations recognized in the spring semester will receive \$500.00, as a Special Interest Organization. After one (1) semester of being recognized, a student organization will be placed by the appropriate committee into the correct funding commission.
- Clause 2 It shall be the responsibility of the Student Senate to administer any policies and procedures as directed by the University and Student Senate to allocate and administer the Student Activities portion of the general fee dedicated to Special Interest Organizations. Guidelines for the procedure in funding Special Interest Organizations are outlined in [Addendum II](#) to the Bylaws to the Constitution.
- Clause 3 All Student Senate recognized Special Interest Organizations will receive \$1,000.00 for the entire fiscal year, and those funds will be available for the organizations to spend however they choose within the guidelines of this Article. Any Special Interest Organization may request additional funds beyond the initial \$1,000.00 within the allotted time period for budgeting announced by the appropriate committee.
- Clause 4 The Student Senate General Assembly shall vote to ratify the final submission of budgets from all commissions. The budget shall be ratified with a $\frac{7}{8}$ (seven-eighths) affirmative vote before the last General Assembly meeting of the academic year.
- Section C Funding Commissions
- Clause 1 Programming Commission:
1. The purpose of this entity shall be to assist the University and Student Senate in the administration and promotion of social, cultural, and entertainment programming at Valparaiso

University. Furthermore, it shall be the purpose of the Programming Commission to administer any policies and procedures as directed by the University and Student Senate to allocate and administer the Student Activities portion of the general fee dedicated to Programming Organizations and the Programming Commission.

2. Programming student organizations are defined as organizations that provide informational or entertainment events. These organizations are provided a professional advisor that oversees their activities and helps manage their annual budget. These organizations have a professional advisor that receives compensation from the University for being the advisor of a programming organization.
3. More guidelines for this commission are outlined in [Addendum II](#) to the Bylaws to the Constitution.

Clause 2 Media Commission:

1. The purpose of this organization shall be to assist the University and Student Senate in the administration and promotion of the various media entities at Valparaiso University. Furthermore, it shall be the purpose of the Media Commission to administer any policies and procedures as directed by the University and Student Senate to allocate and administer the Student Activities portion of the general fee dedicated to Media Organizations and the Media Commission.
2. Student Media organizations are defined as organizations that release scheduled publications for the purpose of highlighting student achievements or informing students of campus/local news. These organizations must also have a professional advisor that receives compensation from the University for being the advisor of a student media organization.
3. More guidelines for this commission are outlined in [Addendum II](#) to the Bylaws to the Constitution.

Clause 4 The oversight of these funds is under the jurisdiction of Student Senate and is supported, only upon request, by the staff in the Center for Student Involvement, including:

1. Approving annual organization budgets;
2. Overseeing the administration of these budgets; and
3. Providing budgetary support and guidelines.

Section D	Allowable Expenditures
Clause 1	The Funding Commissions will consider funding any item(s) deemed to be normal and ordinary expenditure(s) in the operation of these specialized organizations. Funding allocated by the Commissions can, at the time of the allocation, be restricted for certain purposes, as is deemed appropriate by the membership of the specific Funding Commission.
Clause 2	All member organizations funded within these Funding Commissions are expected to use any University Contracted Vendor for purchases outlined in those contracts.
Clause 3	All organizations are allowed to use the University Credit Card for expenditures up to \$500. After that amount, they will use a check or purchase order.
Section F	Requesting Funding
Clause 1	The Funding Commissions schedule budget meetings annually in the spring. All eligible member organizations that wish to apply for a budget, on an annual basis, must submit budget requests by the deadline announced.
Clause 2	The Funding Commissions will notify each member organization of the date, time, and location of the budget hearing meeting.
Clause 3	All budget allocations will be determined using a consensus model with an affirmative vote of the representatives at the end of the budget review process.
Section G	Funding Commission Account Management
Clause 1	All funds must be maintained in a university account by the Valparaiso University Finance Office, following accepted policies. Similarly, all revenue generated from activities must be deposited in a university account following accepted procedures.
Clause 2	Since most budget requests are submitted and approved in the spring semester, it is possible that plans and budget needs may change by the following academic year. If it becomes necessary to make

changes in budgets following the initial approval by the appropriate Funding Commission, the following policies apply:

1. The organization must submit a request to change the budget, and present that information at the first meeting of the Programming and Media Commissions in the fall semester.

Clause 3 All purchases must be made with approved purchase expenditure requests through the myValpo system. When invoices or packaging slips are received, they should be submitted to the Center for Student Involvement office for payment. Organizations not following this procedure are liable for such expenditures.

Clause 4 The funds allocated to individual member organizations can be frozen, either temporarily or permanently, if that organization violates required business management procedures of the University or if that organization fails to comply with the requirements of its own constitution and by-laws.

Section H End of Year Account Balances

Clause 1 All allocations approved by the Funding Commissions are for a given academic year. All member organizations having a surplus/deficit balance at the end of the fiscal year will have the amount of their surplus/deficit taken into consideration for the new allocation for the following year

Section I Recognized Student Organization Spending Guidelines

Clause 1 The appropriate committee shall not approve requests containing the following items:

1. Memorials, donations, and contributions
2. Individual member dues, initiation fees, or ritual fees charged by a parent organization
3. Conference expenses outside of the approved per diem rate for lodging, transportation, and registration fees
4. Food purchased for general or executive board meetings
5. "Slush," "miscellaneous" and "special appropriations" funds, etc.
6. Protests to express political opinions

Clause 2 Approval

1. Trips as specified in the conferences and events section of organizations budget.
2. Each person on the trip must also submit proof of mileage as detailed in Clause 3. Each person on the trip must submit appropriate receipts for lodging as detailed in Clause 4.
3. Mileage, food, and lodging will not be reimbursed for any home games or trips that occur in the Valparaiso, Indiana area (within a 50-mile radius).
4. If the amount of money spent on the conference exceeds the money allotted, only the money allotted will be reimbursed.

Clause 3 Meal reimbursement

1. The rates for each meal are set as follows: \$10 will be provided for breakfast, \$15 will be provided for lunch, \$18 will be provided for dinner.
2. The meal per diem will be provided only if the trip exceeds 10 hours.
3. If the conference provides a meal, no per diem will be provided for that specific meal.
4. If the hotel and lodging provides complimentary breakfast, no per diem for this meal will be provided.
5. Students are expected to cover this expense and submit a travel reimbursement form after the conference.

Clause 4 Mileage reimbursement

1. Travel by car will be reimbursed by mileage (e.g. not by gas receipt).
2. Travel by car will be reimbursed by \$0.20 per mile, with a cap of \$75 per car per trip.
3. A screenshot of Mapquest, Google Maps, or similar mapping program must be submitted as proof of mileage. Mileage begins when the car leaves the Valparaiso University campus and ends upon returning to campus.
4. No rental cars will be reimbursed.
5. Parking will be reimbursed, including airport parking, up to \$20 per day. Receipts for parking must be submitted.
6. Valparaiso University waves all university liability for accidents, stolen items, maintenance, vehicle care, or anything not specifically enumerated in this Bylaw.

Clause 5	<p>Lodging reimbursement</p> <ol style="list-style-type: none"> 1. It is preferred that members of Student Organizations get reimbursed for lodging or provide the Senate with enough notice to write a check, however if this is not possible for the student, they are allowed to use the Student Org Credit Card. 2. Lodging will only be reimbursed for the duration of the conference/event. No additional days will be covered. 3. Student Senate is not responsible for any damages, misplaced, or stolen items that may occur during the duration of stay. 4. Student Senate will cover the cost of the room alone. Any additional charges incurred will be covered out of pocket by the attendee.
Clause 6	<p>Airfare reimbursement</p> <ol style="list-style-type: none"> 1. Airfare travel will be allowed on a case by case basis. All requests must be approved by the Executive Treasurer.
Clause 7	<p>Registration</p> <ol style="list-style-type: none"> 1. If a conference requires payment to register, student orgs will use the student org credit card.
Clause 8	<p>For conference requests, the appropriate 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 Operations Committee, the number of members of said organization attending, and to the anticipated benefit to the Student Body from said event/conference.</p>
Clause 9	<p>Stipends will only be budgeted for recognized student organizations within the Programming Commission, Media Commission, Honor Council, and Student Senate. Organizations within these commissions can be found in Addendum II to the Bylaws to the Constitution.</p>
Clause 10	<p>Reasonable funding requests for speakers shall be considered with consideration of other possible funding sources.</p>
Clause 11	<p>Funding requests for uniforms will be considered if the uniforms are to remain in the organization for a period of at least two years.</p>

Clause 12 Organizations whose total budgets are equal to or less than \$3,000 may use up to \$300 of their budget to purchase apparel. Any organization with a budget over \$3,000 may purchase apparel if the total amount is less than or equal to 10% of the organization's overall budget.

ARTICLE XIII The Dean Jenkins Outstanding Student Senator Award

Section A Mission Statement

The Dean Jenkins Outstanding Student Senator Award seeks to recognize exceptional Student Senators who have served the Valparaíso University student body through their involvement and leadership in Student Senate, and to encourage more students to take an active role in the opportunities available on the Valparaíso University campus.

Section B Eligibility

Clause 1 The candidate must be a Student Senator and serving at the time of the nomination.

Section C Nature of Award

Clause 1 The \$250.00 award shall be presented in the second semester of each academic year at the annual Student Organization Award Ceremony, with a total allocation of \$300.00 from the Student Senate budget to fund the monetary award and accompanying plaque or equivalent award.

Section D Nomination and Selection Process

Clause 1 The Executive Board shall act as the nomination committee where they shall nominate at most three (3) Student Senators to receive the award. The committee shall write a short summary of the reason the nominated Senators were chosen. The committee shall consist of the following members:

1. Student Body President
2. Student Body Vice President
3. Executive Treasurer
4. Executive Secretary
5. Public Relations Coordinator

Clause 2 After the nominations have been made, the committee shall pass

along all nominations to the Advisors of the Student Senate. The Advisors will then make the selection of the award recipient which shall only be one (1) Student Senator.

ARTICLE XIV Amendments to the Bylaws

- Section A A $\frac{3}{4}$ (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 the 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 $\frac{1}{3}$ (one-third) of the Student Body in a referendum called by the Student Body President upon receipt of a petition bearing the signatures of at least $\frac{1}{6}$ (one-sixth) of the Student Body.
- Section C Changes to seat allocation shall be presented to the Student Senate either as described in Article I, Section A, Clauses 1 and 2; through a motion of the Reapportionment 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 Article IX shall not apply to changes in seat allocation if brought forth as mentioned in Article I, Section A, Clause 1 and Amendments regarding the allocation of seats must be structured with regard to the Student Senate Constitution, Article II, Section A. Refer to [Addendum VI](#) for more information regarding the Reapportionment Committee.
- Section D All amendments shall be validated when ratified by the Provost of the University. If an amendment is neither ratified nor formally vetoed within three (3) weeks of the date it is received in the Provost's Office, it is nullified.
- Section E All amendments to the Bylaws to the Constitution, once ratified by the Provost of the University, shall take effect in the following academic year.
- Section F Amendments to the accompanying Addendums to the Bylaws of the Student Senate can be made with a $\frac{3}{4}$ (three-fourths) affirmative vote by the Student Senate. Once voted on and confirmed, all amendments to the accompanying Addendums will immediately take effect and not have to wait until the following academic year, nor get ratification by the Provost of the University.

ARTICLE XV Adoption

These Bylaws to the Constitution of the Valparaiso University Student Senate shall become operative immediately upon ratification in the form of a $\frac{7}{8}$ (seven-eighths) affirmative vote by the Valparaiso University Student Senate and the signatures of the following persons, each representing their appropriate source of power:

1. Student Body President
2. Student Body Vice President
3. Provost
4. Vice President of Student Life or equivalent position