

## Concordia University Student Association Constitution and Bylaws

# THE STUDENT ASSOCIATION CONSTITUTION

(Approved by the Student Association on 04/25/2007)

“There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of working, but the same God works all of them in all men.”

1 Corinthians 12:4-6 NIV

### PREAMBLE

We the students of Concordia University - St. Paul, Minnesota, assemble as a student association. The Concordia University - St. Paul Student Association will strive to: aid each student in growing in Christ; develop the talents and potentials of each student as a total personality for the purpose of becoming a fit instrument in the service of God and fellow human beings; provide an environment in which Christian living and training can be carried on; enhance Christian fellowship through student activity; and provide a student government beneficial to student life. Student Senate shall serve as representatives for all students and in doing so provide and inform them of issues that concern them.

Copies of this Constitution and By-Laws shall be made available for reference to all students.

### ARTICLE I NAME AND MEMBERSHIP

**SECTION 1:** All Students enrolled at Concordia University, St. Paul Minnesota, shall be known collectively as the Student Association.

### ARTICLE II MEETINGS

**SECTION 1:** The Student Association shall convene:

1. Whenever the President of the Student Association deems meetings necessary.
2. Whenever the President of the Student Association receives a petition signed by at least one hundred students who request a meeting for a specific purpose.

### ARTICLE III LEGISLATION

**SECTION 1:**

1. All official legislation, proposals, and statements of the Student Association must be passed by the Student Senate.

## **ARTICLE IV STUDENT SENATE**

**SECTION 1:** All representative powers of the Concordia University Student Association shall be vested in the Student Senate.

**SECTION 2:** The duties of the Student Senate shall be:

1. To enact, within its jurisdiction, any measures it believes necessary for the welfare of the Student Association.
2. To provide a medium of expression for student opinion.
3. To oversee the coordination of student activities.
4. To cooperate with and assist the faculty.
5. To promote the interests of Concordia University – St. Paul.
6. To be responsible for the administration of the Student Association funds.
7. To uphold and execute the Concordia University Student Association Constitution and By-Laws

**SECTION 3:** The powers and authorities of the Student Senate shall be:

1. To make recommendations concerning all areas of student life to the Administration, the Academic Policies Committee, Student Policies Committee, or any other University committee.
2. To have jurisdiction in all areas of student life in which control has been granted through consultation with the Administration.
3. To have jurisdiction in all areas of student life in which control has been granted through consultation with the Faculty Senate.
4. To have general jurisdiction over any council, committee, or member of the Student Association.
5. To delegate any of its power to any council, committee, or member of the Student Association.

**SECTION 4:** Voting members of the Student Senate shall consist of:

1. The Student Senate Executive Board.
2. Student Association Representatives called Student Senators
  1. There shall be 20 Student Senators elected at the beginning of each academic year.
  2. Each term of office during the school year shall consist of two full academic semesters.
  3. No Student Senator shall be a member of the Student Senate Executive Board or the Concordia Activities Board (CAB).
  4. Each Student Senator shall have and maintain a GPA of 2.5 or higher during his/her elected term.
3. Alternate Student Senators
  1. There shall be four alternates elected at the beginning of each academic year.
  2. Alternates only have voting power when they have been designated to have the voting power of a Student Association Representative or Student Senate Executive Board member.

**SECTION 5:** The powers and duties of Student Senators shall be to:

1. Be receptive to the concerns of fellow students; bring such concerns to meetings.

2. Contact the students you represent and keep them informed.
3. Attend all Student Senate meetings.
4. Be willing to serve on Student Senate committees throughout the year.

**SECTION 6:** Student Senate Faculty/Staff Advisor(s):

1. Shall be selected by the members of the Student Senate Executive Board after consultation with the Vice President of Student Affairs.
2. Have duties that shall be:
  1. To provide advice and counsel to Student Senate.
  2. To attend all Student Senate meetings.
  3. To act as a liaison for Student Senate at faculty meetings.

**SECTION 7:** The Student Senate meetings:

1. Shall be held at least once each month.
2. Are open to all members of the Student Association and Concordia University – St. Paul unless the Student Senate votes to close the meeting.
3. Shall be held as often as necessary to perform the Student Senate’s duties in service to the Student Association.

**ARTICLE V**  
**STUDENT SENATE EXECUTIVE BOARD**

**SECTION 1:** Officers of the Student Senate Executive Board shall be composed of elected students of the Student Association which shall be:

1. President
2. Vice President of Student Representatives
3. Vice President of Senate Relations
4. Vice President of Public Affairs
5. Vice President of Finance and Organizations

**SECTION 2:** All Student Senate Executive Board Officers shall have and maintain a GPA of 2.5 or higher during his/her term in office.

**SECTION 3:** The Student Senate Executive Board shall be empowered:

1. To propose plans of action to the Student Senate.
2. To administer measures the Student Senate has enacted.
3. To take leadership in the promotion of student welfare and activities.
4. To facilitate the smooth functioning of the Student Senate.
5. To meet before and plan every regularly scheduled Student Senate meeting.
6. To uphold and execute the Student Association Constitution and the By-Laws in the light of the Gospel.

**SECTION 4:** Terms of office:

1. Shall be one full calendar year and not one full academic year.
2. Shall begin the week after spring graduation ceremonies.
3. Shall end at the beginning of the next term of office.

**SECTION 5:** The President of the Student Association.

1. Shall be a member of the Student Association who has completed at least one active term as a Student Senator or Concordia Activities Board member.
2. Shall be elected by a majority of the voting Student Association.
3. Shall have the powers and duties:
  1. To call and preside over all meetings of the Student Association.
  2. To call and preside over all meetings of the Student Senate Executive Board.
  3. To oversee the functions of the Student Senate and CAB giving attention to areas of concern.
  4. To act as the official representative in all relations with faculty, administration, and the general public.
  5. To act as the Student Association's Representative at all Concordia University Board of Regents meetings.
  6. To supervise the biennial examination of the Concordia University Student Association Constitution and By-Laws.
  7. To serve as parliamentarian at all meetings of the Student Association.

**SECTION 6: The Vice President of Student Representatives:**

1. Shall be a member of the Student Association who has competed at least one active term as a Senate Senator or Concordia Activities Board member.
2. Shall be elected by a majority of the voting Student Association.
3. Shall have the powers and duties:
  1. To serve in the capacity of the President in the case of the absence of the latter or by request of the same.
  2. To assist the President in his/her duties.
  3. To call and preside over all meetings of the Student Senate.
  4. To organize the Student Senators.
  5. To organize the Student Union Board of Governors.

**SECTION 7: The Vice President of Senate Relations**

1. Shall be a member of the Student Association who has competed at least one active term as a Student Senator, a Concordia Activities Board member, or has served as a member of the Academic Policies Committee or the Student Policies Committee.
2. Shall be elected by a majority of the voting Student Association.
3. Shall have the powers and duties:
  1. To be responsible for all Student Senate, student, and student-faculty standing committees.
  2. To determine the placement of Student Senators in Student Senate Committees following the provisions set forth in the By-Laws of the Student Association
  3. To serving as a liaison between the standing committees and the Student Senate Executive Board.
  4. To serve as a member of the Student Policies Committee.
  5. To uphold and maintain student rights.
  6. To serve as a liaison or representative to any outside governing bodies and organizations.
  7. To assist the President as the official representative to the Student Association in relations with the faculty, administration, and the general public.

**SECTION 8:** The Vice President of Public Affairs:

1. Shall be a member of the Student Association who has completed at least one university academic year.
2. Shall be elected by a majority of the voting Student Association.
3. Shall have the powers and duties:
  1. To record all minutes of the meetings of the Student Association, Student Senate, Student Senate Executive Board, and the Concordia Activities Board.
  2. To publish and maintain all open minutes, open official correspondence, and open permanent records of the Student Association and the Student Senate.
  3. To maintain all closed minutes, closed official correspondence, and closed permanent records of the Student Association and the Student Senate.

**SECTION 9:** The Vice President of Finance and Organizations:

1. Shall be a member of the student association who has served at least one active term as a student association representative, Concordia Activities Board member, or has served as a member of the Academic Policies Committee or Student Policies Committee.
2. Shall be elected by a majority of the voting Student Association.
3. Shall have the powers and duties:
  1. To keep account of all expenditures and receipts of the Student Association.
  2. To see that uniform methods of recording are employed by authorized financial secretaries of each Student Senate funded organization.
  3. To draw up the annual budget of the Student Association for approval and quarterly review by the Student Senate and the Administration.
  4. To submit a financial report at each Student Association and the Student Senate meeting.
  5. To promote campus involvement in clubs and organizations and serve as the communication link between all aspects of student senate and the clubs and organizations.
  6. To assist groups of students wishing to form a club or organization and help with recruitment of members.
  7. To maintain a list of all authorized clubs and organizations, including their constitution, officers, advisor and budget information.
  8. To review performance of each club and organization at the end of each semester and recommend delinquent club(s) for probation as set forth in the By-Laws of the Student Association.
  9. To be the voice for campus clubs and organizations to Student Senate and work to further enhance the opportunities provided by clubs and organizations.

**ARTICLE VI  
CONCORDIA ACTIVITIES BOARD (CAB)**

**SECTION 1:** Membership of CAB shall be comprised of positions set forth in the articles of the Student Association By-Laws.

**SECTION 2:** Each position:

- a. Shall be appointed in the spring of each year by the newly-elected Student Senate Executive Board upon recommendation of the current Student Senate Executive Board, CAB, and the Student Senate.
- b. Shall be ratified by a 2/3 vote of the current Student Senate.

**SECTION 3:** Each term of office shall:

1. Start after members are ratified by the current Student Senate.
2. Shall end the week after spring graduation ceremonies of the next academic year.

**SECTION 4:** The duties of CAB shall be set forth in the articles of the Student Association By-Laws

**SECTION 5:** In the event of resignation of a member of CAB an interim member of CAB will be appointed by the President of the Student Association with approval of the Student Senate Executive Board and two thirds vote of the Student Senators.

## ARTICLE VII RATIFICATION AND AMENDMENT

**SECTION 1:** This constitution may be revised, amended, and ratified by a two-thirds vote of the Student Association of Concordia University with the necessary quorum being forty percent.

**SECTION 2:** Amendments to the Student Association Constitution must be:

1. Proposed by a petition bearing the signatures of one-third of the Student Association or approved by a two-thirds majority of the Student Senate
2. Published two weeks prior to being voted on.

**SECTION 3:** Changes in the Constitution and By-Laws shall be offered only during the fall and spring semesters.

**SECTION 4:** This Constitution is in complete effect until a new Constitution is ratified.

## ARTICLE VIII BY-LAWS TO THE STUDENT ASSOCIATION CONSTITUTION

**SECTION 1:** The by-laws to the Student Association Constitution shall exist in order to facilitate the Constitution.

**SECTION 2:** These by-laws may be amended to conform to the Constitution and/or any revisions made to it. These by-laws may also, out of necessity, be of themselves revised independently of the Constitution. In either event, amendments to the by-laws shall be ratified by a vote of two-thirds of the members of the Student Senate. Proposed amendments may be voted on no earlier than one week after the proposal is made.

**SECTION 3:** Changes in the by-laws shall be in immediate effect once approved.

# **By-Laws of the Student Association Constitution**

(Approved by Student Senate on 04/25/2007)

## **ARTICLE I**

### **RULES OF ORDER**

**SECTION 1:** Robert's Rules of Order shall be followed in all Student Association and Student Senate meetings.

**SECTION 2:** The Rules of Order for the full senate shall be set out by the Student Senate Executive Board at the first full meeting of the student senate.

## **ARTICLE II**

### **SUPPLIMENT TO THE STUDENT SENATE**

#### **SECTION 1:** Election of Student Senators

1. For all election purposes, students shall be classified as students according to status determined by the Registrar.
2. All elections shall be under the direct supervision of the Student Senate Executive Board.
3. Nominees for Student Senate Representatives shall be permitted and encouraged to campaign prior to the final elections.
4. All candidates must have 2.5 cumulative GPA, as meeting the requirements listed previously.
5. Nominations should be made during the Monday, Tuesday, and Wednesday of the first full week of classes during the fall semester.
6. The nominees for Student Senate Representatives shall solicit fifty signatures from Student Association members in an amount of time allotted by the Student Senate Executive Board.
7. Elections should be held during the Wednesday, Thursday, and Friday of the second full week of classes during the fall semester.

#### **SECTION 2:** Resignation of elected Student Senators

1. In the case of resignation, the Senator shall submit a letter informing the Student Senate Executive Board of intended resignation.
2. The Vice President of Public Affairs shall present a copy of the letter to the Dean of Students and the Student Senate Executive Board.
3. The Vice President of Representative shall inform the Student Senate of the resignation and inform them of the given reasons for resignation.
4. The Vice President of Student Representatives shall then ask the Student Senate for nominations for new Student Senators.
5. The Student Senate Executive Board will then ask the nominated to serve as Student Senators.

6. If no nominations are received or if the vacant positions cannot be filled, the Student Senate Executive Board will hold emergency nominations and elections open to the Student Association following similar procedures as fall election of Student Senators

**SECTION 3: Review of Student Senator**

1. This is a process by which the Student Senate Executive Board or the Student Senate may determine the necessity for initiating an Impeachment Process against Student Senator.
2. One or more of the following conditions must be in evidence during the review to justly initiate an Impeachment Process.
  1. The Student Senator has:
    - i. been absent without excuse from required meetings;
    - ii. failed to carry out the duties of his/her;
    - iii. knowingly acted against this Constitution or an official statement of Student Government; or
    - iv. failed to maintain a 2.5 CGPA
3. The Review Process
  1. The Review process may be begun by two concurring officers of the Student Senate Executive Board or by means of a petition which bears the signatures of thirty percent of the members of the Student Senate.
  2. The Student Senator who is to be reviewed shall be invited to the review meeting formally in order to speak on his/her own behalf.
  3. The Vice President of Student Representatives is to preside over this review meeting of the Student Senator.
  4. Voting on the review of any Student Senator shall be done via written secret ballot.
  5. A two-thirds vote by the Student Senate Executive Board shall constitute the Impeachment Process to begin.

**SECTION 4: Impeachment of Student Senator**

1. Impeachment is a process by which the Student Senate may determine the necessity of removing from office a member of the Student Senate.
2. The Impeachment Process
  1. Following discussion, the parliamentarian shall ask for a written secret ballot.
  2. A two thirds vote of the Student Senate shall impeach the Student Senator under consideration.
  3. The vacated position shall be filled according to emergency election procedures.

**SECTION 5: Recall Procedure for Student Senator**

1. Any impeached Student Senator may be recalled by a two-thirds vote of voters of the Student Association.
2. The recall procedure may be initiated by a petition of the Student Association bearing fifty student signatures

**SECTION 6: Additional powers and authorities of the Student Senate are:**

1. To overturn any Student Senate Executive Board decision regarding CAB with a two thirds majority vote.



2. To overturn any Student Senate Executive Board decision concerning finances with a four fifths majority vote.

### **ARTICLE III SUPPLEMENT TO STUDENT SENATE EXECUTIVE BOARD**

#### **SECTION 1: Election of Student Senate Executive Board Officers**

1. For all election purposes, persons shall be classified as students according to status determined by the Registrar.
2. All officer elections shall be under the direct supervision of the Elections Committee.
3. Nominations should be made during the first two full weeks of classes following spring break.
4. The nominees for Student Senate Executive Board Office shall solicit fifty signatures from the Student Association members in the amount of time allotted by the Elections Committee.
5. Candidates for offices shall be permitted and encouraged to campaign prior to the final elections.
6. All candidates must have a 2.5 cumulative GPA.
7. One or more primary elections shall be conducted, if necessary, during the Monday and Tuesday of the week following the end of nominations.
8. The final elections shall take place during the Wednesday, Thursday, and Friday of the week following the end of nominations or, if more than one primary election is necessary, the Wednesday, Thursday, and Friday following the last primary election.

#### **SECTION 2: Resignation of elected officers in the Student Senate Executive Board**

1. In the case of resignation, the member shall submit a letter informing the Student Senate Executive Board of intended resignation.
2. The Vice President of Public Affairs shall present a copy of the letter to the Dean of Students and the Student Senate Executive Board.
3. If the President of the Student Association resigns, the VP of Student Representatives shall fill his/her office.
4. The first consideration for filling other vacant offices shall go to the student who ran against the departed officer in the final election.
5. In the event that this person declines the office, and there are no other nominees, the President has the duty and responsibility of choosing new candidates through the official election procedure.
6. The election committee shall decide upon the timetable for such an election.

#### **SECTION 3: Review of Student Senate Executive Board Officers**

1. This is a process by which the Student Senate Executive Board or the Student Senate may determine the necessity for initiating an Impeachment Process against an officer of the Student Senate Executive Board Officers.
2. One or more of the following conditions must be in evidence during the review to justly initiate an Impeachment Process.
  1. The Executive Officer has:
    - i. been absent without excuse from required meetings;

- ii. failed to carry out the duties of his/her office;
- iii. knowingly acted against this Constitution or an official statement of Student Government; or
- iv. failed to maintain a 2.5 CGPA

### 3. The Review Process

1. The Review process may be begun by two concurring officers of the Student Senate Executive Board or by means of a petition which bears the signatures of thirty percent of the members of the Student Senate.
2. The Executive officer who is to be reviewed shall be invited to the review meeting formally in order to speak on his/her own behalf.
3. The Vice President of Senators is to preside over this review meeting of the Student Senate Executive Board.
  - i. If the Vice President of Senators is to be reviewed the President shall reside over the review meeting.
4. Voting on the review of any Student Senate Executive Board position shall be done via written secret ballot.
5. A two-thirds vote by the Student Senate Executive Board shall constitute the Impeachment Process to begin.

### **SECTION 4:** Impeachment of Student Senate Executive Board Officers

1. Impeachment is a process by which the Student Senate may determine the necessity of removing from office a member of the Student Senate Executive Board.
2. The Impeachment Process
  1. Following discussion, the parliamentarian shall ask for a written secret ballot.
  2. A four-fifths vote of the Student Senate shall impeach the Student Senate Executive Board Officer under consideration.
  3. The vacated position shall be filled according to emergency election procedures.

### **SECTION 5:** Recall Procedure for Student Senate Executive Board Officers

3. Any impeached Student Senate Executive Board Officer may be recalled by a two-thirds vote of the Student Association with a quorum of twenty percent.
4. The recall procedure may be initiated by a petition of the Student Association bearing one hundred student signatures

**SECTION 6:** Additional responsibilities and duties of the Student Senate Executive Board are any responsibilities and duties that are conveyed to the Student Senate Executive Board as a whole or its officers in a direct or indirect manner in the articles of the By-Laws of the Student Association Constitution.

**SECTION 7:** Additional responsibilities and duties of the Student Senate Executive Board to CAB are:

1. To lead the full senate in supporting all of the activities planned by the CAB.
2. To discipline any CAB official at any time during his/her term.
3. To cancel any CAB activity or financial expenditure by vote of simple majority at a full senate meeting that it feels is inappropriate or a waste of Student Association funds.

**SECTION 8:** The additional duties and responsibilities of the Vice President of Public Affairs shall be:

1. To work with the editor of *The Sword* as a liaison to the whole student senate, CAB, and the Student Senate Executive Board.
2. To write regular updates about the on goings of Student Senate to be published in each issue of *The Sword*.
3. To work with a representative of *Concordia Television Productions* as a liaison to the whole student senate, CAB, and the Student Senate Executive Board.
4. Update and maintain the Student Senate Web pages.
5. To record and publish the minutes of the Student Activities Council.

**SECTION 9:** The additional duties and responsibilities of the Vice President of Senate Relations shall be:

1. To encourage, motivate, and guide Student Senators in their committee functions.
2. To hold Senate Committees accountable for their duties and responsibilities.
3. To hold Senate Committees accountable for regular meetings outside of Student Senate meetings.
4. To collect minutes from all committee meetings that Student Senators serve on for the VP of Public Affairs to maintain.

**SECTION 10:** The additional duties of the Vice President of Finance and Organizations are:

1. To serve as the chair of the Student Activities Council and receive the powers granted by that position.

**SECTION 11:** The additional powers of the Student Senate Executive Board concerning the Student Activities Council are:

- a. to freeze the budgets of clubs and organizations that are unaccountable and not spending according to budget projections.
- b. to unfreeze the budgets of clubs and organizations that are accountable and spending according to budget projections.
- c. to shift club moneys from less active clubs to more active clubs.
  1. Any club that feels they have not been treated fairly may appeal to the full Senate and upon a simple majority vote, have the decisions of the Student Senate Executive Board reversed.

#### ARTICLE IV CONCORDIA ACTIVITIES BOARD (C.A.B.)

**SECTION 1:** The chief responsibility of the members of CAB is to assist the Student Senate in attaining specific pieces of the overall Student Senate mission.

**SECTION 2:** Selection of CAB Members

1. The newly elected Student Senate Executive Board shall appoint each position in the spring of the academic year.
2. Positions shall be selected through an interview process.
3. Barring exceptional circumstances, which must be approved by the current Student Senate Executive Board or approved at the next meeting of the full senate, at least 4

Student Senate Executive Board Members-elect must be present at all interviews for CAB positions.

4. A majority vote of the Student Senate Executive Board-elect shall be sufficient to select a student to a specific position on CAB.
5. In the event that a CAB member should resign, the selection process would begin anew to fill the position.

### **SECTION 3: Positions of CAB**

1. There are four positions of CAB
2. Each position shall be referred to as CAB members and each will have duties and responsibilities to event programming.
3. One position will be referred to as CAB Chair and will lead CAB. This CAB Chair would be responsible for leading CAB meetings; taking and distributing notes from CAB meetings; reviewing any forms such as event plans and event reviews that other CAB members do; reviewing, along with Executive Board, hours and accountability of all CAB members; creating and maintaining a monthly calendar to be printed for all students and also to be printed on a large scale for display in the tunnel, CAB job manual, portfolio of CAB events, and resource portfolio (all which will be reviewed by Executive Board, CAB, and Student Senate where required).

### **SECTION 4: Duties and responsibilities to event programming**

1. Each CAB member will work together to plan on campus and off campus activities which involve student participation.
2. Upon being hired (in the spring prior to their year of service), the CAB members shall meet to plan out the events for the following school year.
  1. In this planning process, each CAB member shall adopt one or two of the larger events and be the lead CAB member for this event.
    - i. These events shall include; Homecoming, Winter Formal, Spring Fling and Knollapalooza
    - ii. All CAB members will work together with the administration to help plan events for Welcome Week
  2. CAB will also be expected to develop a working budget showing anticipated expenditures for certain events which will be reported to the VP of Finances and Organizations by the CAB Chair on a regular basis.
3. As the lead CAB member on any given event, the member shall be in charge of making arrangements for, planning, and promoting the event.
  1. However, they should also delegate certain responsibilities to the other CAB members. In this way all will be involved with the event.
4. The CAB chairs shall work together to plan weekly or monthly events
  1. These events include; Coffeehouses, Poker Nights, Bingo Nights, Dinner and Movie Nights in the Dining Hall, etc.
5. The CAB chairs will work closely with the Intramurals Chair (as hired by the athletics department) in order to promote student involvement in intramurals as well as to encourage the possible addition of new intramural events.
6. Roles to be divided between the CAB members shall include...
  1. To promote activity in Community activities; i.e. Concerts, Theatre, Etc.
  2. To promote Sports events on campus.

3. To plan and Execute one blood drive in each semester, in partnership with the American Red Cross
4. To organize Super Fans
7. Each CAB member shall be directly responsible to the Student Body President and the Executive Board

**SECTION 5: CAB responsibilities and duties to the student senate are:**

1. To attend all meetings of the full senate.
2. To provide a presentation of all events and activities to be held for the student body to the full senate once a month, starting the first meeting of the full senate.
3. Have and maintain a 2.5 GPA or better at all times during his/her term on CAB or be immediately expelled from his/her position.
4. Act and speak in ways which support the Concordia University Student Association Constitution and the mission statement of Concordia University, St. Paul.

**ARTICLE V  
STUDENT SENATE COMMITTEES**

**SECTION 1: Undergraduate Academic Policies Committee (UAPC)**

1. The Undergraduate Academic Policies Committee is a Faculty Senate Committee in which the Student Association has representation.
2. The provisions and responsibilities of the UAPC are set forth in the Concordia University, St. Paul Faculty By-Laws (II.D.)

**SECTION 2: Student Policies Committee (SPC)**

1. The Student Policies Committee is a Faculty Senate Committee in which the Student Association has representation.
2. The provisions and responsibilities of the SPC are set forth in the Concordia University, St. Paul Faculty By-Laws (II.E.)
3. Sub-Committees of the SPC are set forth in the Concordia University, St. Paul Faculty By-Laws (II.E.3.)
  1. Student Conduct Committee
  2. Educational Concerns Committee

**SECTION 3: Student Conduct Committee**

1. The Student Conduct Committee is a sub-committee of the SPC and is a Faculty Senate Committee in which the Student Association has representation.
2. The provisions and responsibilities of the Student Conduct Committee are set forth in the Concordia University, St. Paul Faculty By-Laws (II.E.3.a.)

**SECTION 4: Educational Concerns Committee**

1. The Educational concerns Committee is a sub-committee of the SPC and is a Faculty Senate Committee in which the Student Association has representation.
2. The provisions and responsibilities of the Educational Concerns Committee are set forth in the Concordia University, St. Paul Faculty By-Laws (II.E.3.b.)

**SECTION 5: Academic Events Committee**

- a. The Academic Events Committee is a Faculty Senate Committee in which the Student Association has representation.
- b. The provisions and responsibilities of the Academic Events Committee are set forth in the Concordia University, St. Paul Faculty By-Laws.

**SECTION 6: Student Union Board of Governors (SUBOG)**

- 1. The Student Union Board of Governors is a Student Senate Committee.
  - b. Mission Statement: “It is the mission of the Student Union Board of Governors of the Student Senate to administrate over, improve, maintain, and guide in its use the Student Union of the Student Association for the Student Association and for the betterment of Student Life at Concordia University, St. Paul.”
  - c. The Student Union and its associated extensions (Tier 0, etc.) are under the immediate direction of the Student Union Board of Governors; however, some specific areas of concern (such as billing, payroll, general maintenance, security, food service, and supervision of campus policies) remain under the control of their respective administrative branches of Concordia University or its contractors.
  - d. Duties and responsibilities of SUBOG are:
    - 1. To establish the philosophy for the building’s use
    - 2. To establish policies for the building’s use
    - 3. To determine resolutions for questions about policies
    - 4. To determine strategic priorities for spending of the Student Union Budget
    - 5. To hold accountable all employees (full-time, part-time, students, and staff) for implementing directives from the Board.
    - 6. To select from among its members of SUBOG a Secretary of the Student Union Board of Governors.
  - e. The structure and positions of SUBOG shall consist of:
    - 1. Five Student Senators, voting Governors of SUBOG.
    - 2. Vice President of Student Representatives, chair and voting Governor of SUBOG
    - 3. Four members of the Student Association, voting Governors of SUBOG
    - 4. Three faculty/staff members, advisory Lieutenant Governors of SUBOG
    - 5. The Senior Student Life Administrator (ex officio) or their appointee, an advisory and tie breaking Lieutenant Governor of SUBOG
  - f. The positions on SUBOG will be filled in accord with the following guidelines:
    - 1. Student Association Governors will be appointed by the Executive Board of Student Senate with the appointees being ratified by a two thirds vote of Student Senate
    - 2. Faculty/Staff Lieutenant Governors will be appointed by the voting Governors with the appointees being ratified by a two thirds vote of Student Senate
    - 3. Governors and Lieutenant Governors will be appointed in the spring of the previous term and be in office for the summer and following academic year.
    - 4. Current members of SUBOG may be appointed for the next term of office.

**SECTION 7: Elections Committee**

- 1. The Elections Committee is a Student Senate committee.

2. It is the mission of the Elections Committee of the Student Senate to conduct proper and fair elections following guidelines set forth within the Student Association Constitution and By-Laws of Concordia University, St. Paul.
3. The duties and responsibilities of the Elections Committee shall be:
  1. To conduct the election procedures as defined in Article III, Section 1 of the By-Laws of the Student Association Constitution.
  2. To fill vacancies of an office by holding an emergency election.
4. The Elections Committee shall consist of at least three senators and no more than five senators.
5. The Elections Committee shall determine their chair at the beginning of the academic year.

**SECTION 8: Fact Finding Committee (FFC)**

- a. The Fact Finding Committee is a Student Senate Committee.
- b. Mission Statement: “It is the mission of the Fact Finding Committee of the Student Senate to properly obtain factual statistical information concerning the community of Concordia University, St. Paul which will provide the Student Senate with institutional research that will help guide the Student Senate in its service to the Student Association and which will allow the Student Senate to make enlightened, informed, and fiscally responsible decisions.”
- c. Duties and responsibilities of the FFC are:
  1. To conduct surveys pertaining to any area of student life that is of interest to student senate.
  2. To conduct surveys following proper procedures as set forth by the Human Subjects Committee of the Faculty Senate.
  3. To present the findings of surveys in a reasonable time and a useful manner.
  4. To select a faculty advisor for the FFC at the beginning of the academic year.
- d. The FFC shall consist of at least three senators and no more than five senators.
- e. The FFC shall determine their chair from within the committee at the beginning of the academic year.

**SECTION 9: Technology Appeals Committee**

- a. The Technology Appeals Committee is a Student Senate Committee.
- b. Mission Statement: “It is the mission of the Technology Appeals Committee of the Student Senate to provide an opportunity for individuals provided with university laptops to contest charges from the Information and Technology Department within the context of the Concordia University, St. Paul mission statement.”
- c. Duties and responsibilities of the Technology Appeals Committee are:
  1. To listen to the appeals brought before the committee in a timely manner
  2. To consider fair actions concerning the appeals brought before the committee in a timely manner
  3. To respond to appeals brought before the committee in a way that fairly represents the student body and the University in a timely manner
- d. The Technology Appeals Committee shall consist of at least two senators and no more than four senators and two I.T. staff members assigned to the committee in order to properly represent the appealed charges.

1. The split in representation will ensure fair and impartial assessments of all appeals.
  2. Appeals submitted during the summer will be based off previous Technology Appeals Committee's decisions of similar appeals.
- e. The Technology Appeals Committee shall determine their chair from within the committee at the beginning of the academic year.

**SECTION 10: Health and Wellness Committee**

- a. The Health and Wellness Committee is a Student Senate Committee.
- b. Mission Statement: "It is the mission of the Health and Wellness Committee of the Student Senate to educate and improve the health and wellness of students at Concordia University, St. Paul and the community at Concordia University, St. Paul."
- c. Duties and responsibilities of the Health and Wellness Committee are:
  1. To assist the school nurse in providing education and awareness for healthy and informed living
- d. The Health and Wellness Committee shall consist of at least four senators and as an advisor, the nurse of Concordia University, St. Paul.
- e. The Health and Wellness Committee shall determine their chair from within the committee at the beginning of the academic year.

**SECTION 11: Food Service Committee**

- a. The Food Service Committee is a Student Senate Committee.
- b. Mission Statement: "It is the mission of the Food Service Committee of the Student Senate, as representatives of the student body and in accordance with the food services on campus, to maintain and improve the food services of Concordia in accordance with students' needs, wishes, and wants."
- c. Duties and responsibilities of the Food Service Committee are:
  1. To gather information regarding all aspects of food service(s) from the constituents and those the Food Service Committee represents.
  2. To meet as a committee to discuss the gathered information prior to meeting with the chairperson/general manager of food services
  3. To meet with the food services' chairperson/general manager to discuss the needs, wishes, and wants of the general population of Concordia University, St. Paul
  4. To maintain open communication with the chairperson/general manager of food services and other food service representatives
- d. The Food Service Committee shall consist of at least three senators and no more than five senators.
- e. The Food Service Committee shall determine their chair from within the committee at the beginning of the academic year.
- f. Suggested meeting schedule: biweekly committee meetings and monthly meetings with the chairperson/general manager of food services

**SECTION 12: Residence Life Committee**

- a. The Residence Life Committee is a Student Senate Committee.
- b. Mission Statement: "It is the mission of the Residence Life Committee of the Student Senate to address student concerns about resident student life on campus and to work to improve resident student life."



- c. Duties and responsibilities of the Residence Life Committee are:
  1. To compile information received from the Student Association
  2. To receive, discuss, and consider information from the Vice President of Senators via bi-monthly representation reports.
  3. To address any concerns brought forth by members of the Student Association concerning resident student life.
  4. To meet as a committee at least once a month
  5. To work closely with the Residence Life Manager and the Resident Assistants to promote clear communication between the groups.
  6. To better all student life overall.
  7. To assure students that their concerns and questions are being heard, discussed and responded to by Resident Life Services.
- d. The Residence Life Committee shall consist of at least four senators and no more than five senators.
- e. The Residence Life Manager shall serve as the Faculty/Staff advisor for the Resident Life Committee.
- f. The Residence Life Committee shall determine their chair from within the committee at the beginning of the academic year.

**SECTION 13: Constitutional Concerns Committee**

- a. The Constitutional Concerns Committee is a Student Senate Committee.
- b. Mission Statement: “It is the mission of the Constitutional Committee of the Student Senate to examine and critique the current validity of the Student Senate Constitution.”
- c. Duties and responsibilities of the Constitutional Concerns Committee are:
  1. To examine the constitution and its validity in its present form.
  2. To update the constitution as needed.
  3. To address any concerns brought forth by members of the Student Association concerning the student senate constitution.
  4. To meet as a committee at least once a month
  5. To draft and propose amendments to the constitution that are suggested by the student senate.
- d. The Constitutional Concerns Committee shall consist of at least four senators.
- e. The Constitutional Committee shall determine their chair from within the committee.

**ARTICLE VI**

**CO-CURRICULAR CLUBS AND ORGANIZATIONS**

**SECTION 1:** All student senate sponsored and funded Co-curricular Clubs and Organizations shall be organized into a representative body known as the Student Activities Council (SAC) to facilitate communication with Student Senate and with each other.

**SECTION 2:** Duties and Responsibilities of all student senate sponsored and funded Co-curricular clubs and organizations are:

1. To have representation at all meetings of SAC
2. To Submit an end of the semester report to the Chair of the SAC
3. To Submit Event Evaluation Forms after Co-Curricular Club and Organization functions to the Chair of SAC.
4. To Submit Co-Sponsored Event Contracts as need to the Chair of SAC.
5. To Submit Co-Curricular Service Projects Forms for volunteer service projects to the Service-Learning Office and the Chair of SAC
6. To Submit Finance forms as directed by the Chair of SAC
7. To Submit a constitution for the Co-Curricular Club or Organization at the beginning of each academic year to the Chair of SAC
8. To Submit a roster of student leaders and faculty advisor of the Co-Curricular Club or Organization for the next academic year at the end of the current academic year to the Chair of SAC

**SECTION 3:** The Powers and Duties of the Chair of the Student Activities Council are:

1. To publish and maintain a list of all active Student Senate sponsored and funded co-curricular clubs and organizations.
2. To distribute all necessary forms to the leaders of all Student Senate sponsored and funded co-curricular clubs and organizations
3. To maintain these forms and reports on all Student Senate sponsored and funded co-curricular clubs and organizations so that future leaders of these clubs and organizations may have access to them for support.
4. To oversee the distribution of Student Association funds that are allocated to Student Senate sponsored and funded co-curricular clubs and organizations.
5. To freeze the accounts of clubs and organizations that are unaccountable and not spending according to budget projections.
6. To unfreeze the accounts of clubs and organizations that have returned to good standing.
7. To shift club moneys from less active clubs to more active clubs with the approval of the Student Senate Executive Board.
  1. Any club that feels they have not been treated fairly may appeal to the Student Senate.

**SECTION 4:** New Co-Curricular Clubs and Organizations Formation Procedures

- a. Fifteen or more students desiring to propose organized activities of special interest shall submit an application to the Chair of the Student Activities Council.
- b. A constitution for the new co-curricular club and organization is drawn up and approved by the Chair of the Student Activities Council.
- c. A faculty/staff advisor is found.
- d. This application, together with a list of objectives for the organization, shall be brought to the Student Senate for approval.
- e. Membership in an organization of this type shall be contingent upon the scholastic standing of the student and other provisions of the Vice President for Student Affairs.

**SECTION 5:** Club Status

- a. Active Club Status

1. Definition: A Student Co-Curricular Club and Organization in good standing that receives financial support from Student Senate.
  2. Status is maintained by:
    - i. having representation at all Student Activities Council meetings
    - ii. having two events completed by the club each semester
    - iii. meeting the duties and responsibilities of all student senate sponsored and funded co-curricular clubs and organizations
  3. Status is achieved by Student Co-Curricular Club and Organizations in New Club Status by:
    - i. meeting the requirements of maintaining Active Club Status for the duration of their New Club Status
- b. Delinquent Club Status**
1. Definition: A Student Co-Curricular Club and Organization in poor standing that has failed to maintain active club status.
  2. Reasons a club will be considered delinquent:
    - i. Failure to turn in an updated constitution, budget proposal, list of officers, or list of current members
    - ii. Failure to have an advisor
    - iii. Failure to have completed at least two events for the semester.
    - iv. Failure to attend at least two SAC meetings
  3. Actions required in order for a club to once again receive good standing
    - i. Any missing paperwork must be turned in by the beginning of the semester (including a faculty or staff advisor if there is none)
    - ii. The club must sponsor an event by the end of the first full month of the next semester after falling into delinquent status.
    - iii. The club must be represented at all SAC meetings
- c. Inactive Club Status**
1. Definition: A former Student Co-Curricular Club and Organization that does not receive recognition as a club or financial support from Student Senate.
  2. This status is received after being in delinquent club status for two consecutive semesters.
  3. Actions required in order for a former club to return to active club status and to receive recognition as a club and financial support from Student Senate
    - i. Completion of New Co-Curricular Clubs and Organizations Formation Procedures as a returning club.
- d. Probation Status**
1. Definition: A Co-Curricular Club and Organization that was not represented at the last SAC meeting.
  2. Consequences of Probation Status
    - i. The club in probation status will not receive funding for that month and can receive funding again when the next SAC meeting is attended.
- e. New Club Status**
1. Definition: A Student Co-Curricular Club and Organization that has had their formation reaffirmed by Student Senate and has received Student Senate sponsorship.
  2. Status is maintained by:
    - i. having representation at all Student Activities Council meetings
    - ii. having two events completed by the club each semester

- iii. meeting the duties and responsibilities of all student senate sponsored and funded co-curricular clubs and organizations
- 3. This status must be held in good standing for one full semester before receiving active club status by New Student Co-Curricular Club and Organizations to show commitment to the New Student Co-Curricular Club and Organization receiving Student Senate sponsorship and funding.

**SECTION 6: Definition of club forms used in SAC**

- a. Grant Application: filled out IN ADVANCE if a club will be spending more than \$50—keeps the Chair of the Student Activities Council aware of where/how money is being spent
- b. Co-Sponsored Event Form: filled out when more than one club wants to sponsor an event—serves as a contract to clarify what is expect of the two parties and kept for reference
- c. Event Evaluation Form: filled out after a club sponsors an activity—keeps a more detailed record of what clubs are doing so that it can be referenced later
- d. Application for Extra Funding: filled out when a club has already spent their allotted amount but there is money left over in the SAC budget—they can receive more funding for events.
- e. End of Semester Report: filled out at the end of each semester—gives an overview of what was accomplished and outlines goals and objectives for the following semester.
- f. Popcorn Machine: filled out if a club wants to rent the popcorn machine for an event.

**SECTION 7: Definition of Money forms used in SAC**

- g. Budget Transfer: Use when budget dollars need to be transferred from one account to another. If the transfer is between departments, both department heads must sign the form.
- h. Check Request: Use to pay an invoice or to cut a check for items purchased and received which had an invoice. Fill out the top portion of the form, attach the invoice, sign it and turn it in to SAC chair.
- i. Expense Report: Use to get reimbursement for any “out of pocket” expenses. Fill out the top portions (including the amount of purpose section), list all expenses separately (usually under the “miscellaneous” section on the bottom half), attach all receipts, sign it, and turn it in to the SAC chair.
- j. Honorarium/Stipend: Use to pay people who provided services to CSP who are not employees of the university or who are university employees who provided a service not related to their normal work requirements. The Accounts Payable Office will determine if it will pay the amount with a check or if the Human Resources Offices will through the payroll system. The standard honorarium for Student Senate sponsored clubs is \$25.
- k. Journal Activity Transfer: Used if an amount was entered into the wrong account or to transfer activity between two departments (which requires signatures from both department heads).
- l. Petty Cash: Use for expenses that total \$25 or less. Attach all original receipts. The SAC chair will fill out the account number, sign the bottom and return it so that it can be taken to the cashier’s window to receive reimbursement.

**m.** Purchase order: Use this BEFORE something is bought. Fill out the following sections: Vendor, Ship To, and item chart, and sign the form under “Requisition By.” The SAC Chair should fill out the account number and sign the form. The form is sent to Accounts Payable—they make the Purchase Order, this form is merely a request for one.

## **ARTICLE VII DEFINITIONS**

**SECTION 1:** “Students enrolled at Concordia University” found in Article I of the Concordia University, St. Paul Student Association Constitution shall be defined as any day time, undergraduate student.

## **ARTICLE VIII SUPPLEMENT TO ARTICLE VIII OF THE STUDENT ASSOCIATION CONSTITUTION**

**SECTION 1:** In reference to ARTICLE VIII SECTION I:

- a.** Quorum will be attempted to be met at a meeting of the Student Association for the purpose of voting on proposed changes to the Constitution of the Student Association of Concordia University, St. Paul
- b.** If the quorum is not met at this meeting, voting will commence at a meeting of the Student Association the following week, regardless of quorum still with all previous requirements mentioned in the Constitution of the Student Association of Concordia University, St. Paul.