

The name of this organization shall be:

The Student Senate of The College of St. Scholastica

Mission Statement:

The mission of The College of Saint Scholastica Student Senate is to facilitate and advocate for the effective training and support of past, present and future student leaders. The Student Senate will accomplish this by representing students and acting as a liaison between the College's Board of Trustees, Administration, Faculty/Staff, and other Minnesota Private Colleges.

The responsibilities of the Student Senate are to

- Represent students by acting as the liaison between the Board of Trustees, administration, faculty, staff and students;
- Represent the student body of the College of St. Scholastica to other students, the community, and other student governments;
- Recognize and approve constitutions of organizations who wish to be allocated a portion of student designated funds;
- Provide opportunity for interaction and communication among organizations;
- Be responsible for the allocation of the student designated funds;
- Provide an outlet for the leadership development of the students.

The powers of the Student Senate shall be

- Allocation of the Student Activity Funds;
- Impeachment of the President, Vice-Presidents and other individual Senators;
- Confirmation/rejection of all Presidential appointments by a two-thirds majority vote;
- Ability to override all Presidential votes by two-thirds majority of voting Senators;
- Ability to make major policy decisions of the Student Senate;
- Legislation necessary action in the interest of the student body;
- Overseeing organizations funded by the Student Senate;
- Initiating changes in the Student Senate Constitution, including bylaws and amendments;
- Determining any procedural question not covered in the Constitution by two-thirds majority vote of Senators.

ARTICLES OF THE STUDENT SENATE CONSTITUTION

I. MEMBERSHIP

- a. The Senate shall consist of thirty-four members: President, Executive Vice-President, and thirty-two other voting members, each sitting on one of the five standing committees. A Student Board of Trustees Representative and a Senate Advisor described herein are also members of the Student Senate and shall adhere to the same policies as any Senator.
- b. To be eligible for membership in the Student Senate, a student must:
 - i. Be currently enrolled in an undergraduate or graduate program at CSS, carry at least twelve (12) credits per semester, and have paid the activity fee.
- c. Credits which determine an Academic Class:
 1. Freshman: 0-28 credits
 2. Sophomore: 29-61 credits
 3. Junior: 62-93 credits
 4. Senior: 94-129 credits
 5. Graduate Students not classified by credits.

- d. Exception to Academic Classification
 - i. If the Student wishes to run for a class outside of their credit level they must submit a grievance with their election packet to the election committee along with justification. The election committee will meet and decide on the validity of the grievance.

II. SESSION & SENATORIAL TERMS

- a. The General Senate positions shall be elected to office in the Spring of the academic year. All General Senators will serve a one-year term until the following spring general elections.
- b. Executive Senators (President & Executive Vice-President) shall be elected to office in March of the academic year. Executive Senators serve a one-year term until the following Executive elections.
- c. Freshman, transfer, study abroad/Graduate students shall be elected in September of the academic year. These Senators serve until the following spring general elections.
 - 1. The Student Senate shall meet weekly when school is in session.

III. ELECTIONS

- a. Executive Senators
 - i. The Internal Affairs Committee shall be responsible for organizing the Senate Executive Elections. This Committee is also responsible for appointing non-candidate CSS students to an Elections Committee, which is responsible for officiating the nomination, campaigning & balloting process and for mediating grievance procedures.
 - ii. Nominations for the Executive Election shall open and close the Spring of the academic year. Voting shall take place no later than one week following the close of nominations.
 - iii. To be eligible for nomination, a student must:
 - 1. Be currently enrolled in a program at CSS and carry at least twelve (12) credits.
 - 2. Complete a petition, signed by 100 students of any academic class.
 - 3. Submit to the Election Committee an essay of 150 words or less stating official interest in and pursuit of an Executive Senate seat.
 - iv. Any registered student who has paid their activities fee may participate in voting.
 - v. Voting shall take place in a public location with ballots being on split tickets.
 - vi. Violations of any rule are subject to penalties (including disqualification) deemed appropriate by the Elections Committee. Any action taken by the Elections Committee may be grieved within twenty-four (24) hours after the action has taken place. All grievances will be reviewed by the Elections Committee.
 - vii. Upon closing of the polls, the Election Committee shall make an initial count of the ballots and immediately recount the ballots to serve as a check.
 - viii. Any candidate has the right to request a recount of the ballots once they have received the results of the election. This request must be made within 24 hours of the time the results were published. All results are made a public record and will be announced to the student body after all participating candidates have been notified of the results.
- b. Endorsements
 - i. Candidates may not be endorsed by current Senate executives, Senators, or the current Student Trustee using their position title or name. Also, student senate's resources may not be used in a candidate's campaign.
 - ii. Endorsements consist of publicly broadcasted media, electronic media, or printed propaganda stating endorsement from any of the aforementioned representatives.
- c. General Senate

i. Spring Election

1. The newly-elected Vice-President shall chair the Elections Committee and be responsible for conducting General Senate Spring Elections.
 - a. If unable to fulfill the duties of Chair, the Vice-President shall appoint an appropriate party to fulfill the responsibility.
2. The Elections Committee (made up of non-candidate CSS students) shall be responsible for officiating the nomination/campaigning/balloting process and for mediating appeals and grievance procedures.
3. Nominations for the Spring General Election shall open and close following the Executive Senate Election. Voting shall take place no later than one week following the close of nominations.
4. To be eligible for nomination, a student must:
 - a. Be enrolled in any program at CSS and carry at least twelve (12) credits.
 - b. Complete a petition, signed by 25 students of the same academic class as the petitioner.
 - c. Submit to the Elections Committee an essay of 150 words or less stating official interest in and pursuit of a General Senate seat.
5. The Spring General Elections shall fill twenty-one (21) seats. These seats shall be filled as follows:
 - a. Candidates will be grouped according to academic class. Furthermore, as described in section I-c "Membership", candidates will be classified by number of completed credits.
 - i. Candidates shall run for election to represent their particular academic class.
 - ii. Any student has the right to appeal this class breakdown to the Election Committee up to two (2) days prior to the opening of the election.
 - b. The election shall consist of three (3) separate ballots, one for each undergraduate class.
 - c. Students may only vote for candidates in their particular academic class.
 - d. For each academic class there shall be seven (7) seats filled by the candidates receiving the highest number of votes.
 - e. In the case of there not being enough nominated candidates to fill all available seats for any class, the seats shall be filled by candidates of the same class which received at least two votes by write-in measures.
 - i. These write-in candidates shall be offered a vacant seat only if they produce both the required 150-word essay and petition signed by 25 students.
 1. These required materials must be submitted no later than forty-eight (48) hours after the candidate was verbally notified of the offer.
 - f. Should there happen to be a tie for the last available seat of any class, a run-off ballot vote will take place by the next business day to determine the candidate to receive the final seat.
 - g. Should there happen to be vacant election seat(s) left even after all of the eligible write-in candidates have been offered a chance to submit the necessary materials to fill all vacant seats in their class, any remaining seats shall be filled in order of the candidate that received the highest number of votes who obtain 2 or more votes (ballot or write-in) without regard to academic class.

6. On the day of elections, there shall be no campaigning on the same floor of the building in which the voting is taking place.
 - a. Campaigning shall be defined as general canvassing, displaying posters and/or signs, or any other activity with the intention to sway the opinions or decisions of the voters (with the exception of any materials posted by the Elections Committee).
 7. Violations of any rule are subject to penalties (including disqualification) deemed appropriate by the Elections Committee. Any action taken by the Elections Committee may be grieved within twenty-four (24) hours after the action has taken place. All grievances will be reviewed by the Elections Committee.
 8. Upon closing of the polls, the Elections Committee shall make an initial count of the ballots and immediately recount the ballots to serve as a check.
 9. Any candidate has the right to request a recount of the ballots once they have received the results of the election. This request must be made within 24 hours of the time the results were published. All results are made a public record and will be announced to the student body after all participating candidates have been notified of the results.
- ii. Fall Election
1. All election policies stated above shall apply to the Fall General Elections, with these exceptions:
 - a. The Internal Affairs Committee Chair shall coordinate the Fall General Election and be responsible for appointing non-candidate CSS Students to the Election Committee.
 - b. The General Fall Election is held for first-year, transfer/study abroad and graduate students.
 - i. Said Election shall consist of three ballots: one for first-year, one for transfer/study abroad students and one for graduate students.
 - c. There shall be eleven (11) seats to fill in the Fall Election.
 - i. Seven (7) seats shall be assigned to the First-year ballot, two (2) transfer/study abroad ballot and two (2) to the Graduate ballot.
 - ii. Seats shall be assigned beginning with the candidate receiving the highest number of votes, regardless of ballot or write-in status.
 1. Write-in candidates must have received at least two (2) write-in votes to be considered; they must also submit the necessary essay and petition prior to accepting the seat. (III-b-5-e-i)
 2. First year students may vote on the first-year ballot.
 3. Graduate students may vote on the graduate student ballot.
 4. Any undergraduate student of sophomore standing or higher may vote on the transfer/study abroad ballot.
 - d. Nominations shall open within the third (3rd) week of the commencement of fall semester, with elections taking place no later than the fifth (5th) week.

IV. EXECUTIVE SENATORS

Duties of the Executive Senators shall be as described herein:

- a. President

- i. Shall chair all meetings of the Student Senate, and the Coordinating Board.
 - 1. If unable to fulfill duties as President or unable to chair any meeting or event, the President shall request the Executive Vice-President to assume the chair.
 - ii. Shall appoint Senators to all Standing and Special Committees, subject to the approval of the Senate by a two thirds vote.
 - iii. Shall serve as student liaison to outside student governments and the faculty/staff and administration of the College.
 - iv. Shall have the ability to veto any motion carried out by the Senate. This veto must be announced by the next general meeting and may be overridden by a two-thirds vote by the Senate.
 - v. Shall serve as a non-voting member of Senate.
 - 1. May only vote when a tie-breaking vote is needed. (General or Committee)
 - vi. Shall sit (ex-officio) on all Senate committees except for the Internal Affairs Standing Committee.
 - vii. Shall have the authority to make expenditures of no more than \$50 with the approval of the Coordinating Board while Senate is in session. During non-session times, the President shall have the authority to make expenditures of no more than \$200 with the approval of two Executive Senators or the Advisor.
 - viii. May serve on the President's Council for the Minnesota Association of Private College Students (MAPCS).
 - ix. Shall fulfill other responsibilities assigned to the President in all other articles of this Constitution.
- b. Executive Vice-President
- i. Shall assume all duties of the President upon said Senator's impeachment, resignation, removal, or in the absence of the President. In this case, the Executive Vice-President shall appoint a non-Executive Senator to serve as their replacement.
 - ii. Shall assist the President in serving as a liaison between all student organizations and Student Senate.
 - iii. Shall represent the President in all Senate functions at which the President cannot attend.
 - iv. Shall assist the President in duty IV-a-ii.
 - v. Shall maintain a Speaker's List while in debate during all Senate meetings.
 - vi. Shall appoint Senators to Institutional Committees and ensure Senators are attending said Committee meetings and reporting back to the Senate.
 - vii. Shall be a voting member of any Standing Committee with the approval of the President, with the exception of the Internal Affairs Committee.
 - viii. Shall chair the Tassie McNamara Award Special Committee.
 - ix. Shall have full voting rights except when holding the presidential Chair.

V. APPOINTED EXECUTIVE BOARD POSITIONS

Duties of Appointed Executive Board shall be as described herein:

- a. Financial Vice-President
 - i. Shall be an elected General Senator who is appointed by the Executive Senators with approval of the Senate. This position retains all voting rights of a Senator.
 - ii. Shall monitor and record all transactions in the Organizational Project Fund, General Fund, Senate Fund, Stipend Account and all Student Organization Operational Accounts.
 - iii. Shall calculate balances of all funds supervised by the Senate and report balances at each Senate meeting.
 - iv. Shall submit check requests from all Senate-operated funds/accounts and journal vouchers for fund transfers to the Business Office.

- v. Shall be responsible for the coordination and presentation of the updated Financial Handbook
 - vi. Shall organize and hold an Organizational Review Board meeting during the fall semester and an Organizational Budget meeting during the spring.
 - vii. Shall attend and serve as a voting member of the Board of Trustees Finance committee & non-voting member of Senate Finance Committees
 - viii. Shall attend and serve as a voting member on The College Budget Committee.
- b. Administrative Vice-President
- i. See Policy V-a-i.
 - ii. Shall serve as a voting member of the Internal Affairs Committee.
 - iii. Shall record minutes at all General Senate meetings and distribute typed copies of said minutes to all appropriate college personnel and post them on the network for all students to review. Must also ensure these minutes are archived each year.
 - 1. Appropriate college personnel shall be defined as:
 - a. The College President, Dean of Students, Senate Advisor, Student BOT Representative, Board of Trustees Student Affairs Committee Members, Director of Residential Life & Housing and Director of Student Activities.
 - iv. Shall monitor and record attendance and all absences of Senators; this is done at the meeting Roll Call, which shall be completed by the Administrative Vice-President.
 - 1. The Internal Affairs Committee Chair is to be notified when any Senator is marked for their third absence during any Senate session.
 - v. Shall represent the Student Senate to the media and press either College or non-College affiliated. Shall provide accurate information to any aforementioned press member when requested.
 - 1. If such information is more appropriately suited to another member of Senate, the Administrative Vice President may refer any media or press to said member for comments.
 - vi. Shall ensure all Senators and Executive Board members have appropriate access to the shared network space for the Senate.
 - 1. Shall monitor users' access throughout the year.
 - vii. Shall create/update the Senate email group, seating arrangement, birthday calendar, office hours schedule, schedule of meetings, and other miscellaneous documentation.

VI. SENATE COORDINATING BOARD

- a. Shall consist of the President (Chair), Executive Vice-President, Financial Vice-President, Administrative Vice-President and the Chairs of the Standing Committees.
- b. Shall be responsible for:
 - i. Decision making responsible for the day-to-day functioning of Senate.
 - ii. Approving expenditures \$50 or more.
 - iii. Establishing an agenda, making materials available for Senate meetings.
 - iv. Shall meet as requested by the Chair.

VII. APPOINTED NON-EXECUTIVE POSITIONS

- a. Parliamentarian
 - i. See Article V-a-i.
 - ii. Shall have a thorough working knowledge of the current version of Robert's Rules of Order and the current version of the Student Senate Constitution.
 - 1. Shall assist in any meetings of the Internal Affairs Committee that deal with any revision or amendment to the Constitution as requested by the Chair.

- iii. Shall draft a presentation on Parliamentary Procedure to present in both the spring and fall terms to the General Senate.
 - iv. Shall be responsible for ensuring that all Senate Policies, and appropriate order are followed when Senate is in session.
 - v. Shall assist the Executive Board as needed and may hold office hours to complete tasks.
 - vi. Shall attend Executive Board meetings as requested.
 - vii. May be appointed as a voting member to any Standing Committee.
- b. Historian
 - i. See Article V-a-i.
 - ii. Shall create and maintain an acceptable scrapbook of events, etc. that Senate sponsors.
 - iii. Shall be present at all events as requested by the Executive Board to document events/happenings at said events.
 - iv. Shall attend Executive Board Meetings as requested.
 - v. May be appointed as a voting member to any Standing Committee.
 - c. Webmaster
 - i. See Article V-a-i.
 - ii. Shall create, implement and maintain an acceptable website for the Student Senate and shall update this website on a regular basis.
 - iii. Shall attend Executive Board Meetings as requested.
 - iv. May be appointed as a voting member to any Standing Committee.

VIII. REIMBURSEMENT OF SENATE LEADERS

- a. Executive
 - i. Executive Senators shall be awarded work-study or student employment funding ranging from ten to twenty (10-20) hours per week. Hourly pay rate, hours per week, and payment options shall be approved by the Senate Advisor at the beginning of each Executive Senator's term.
- b. Chairs
 - i. Standing Committee Chairs shall receive reimbursement subject to the approval of the Executive Board and the Senate Advisor. This reimbursement, should there be any, will be drawn from the Stipend Account and shall not exceed \$250 per semester.
 - ii. Chairs shall serve five (5) office hours per week, which must be publicly posted. Chairs shall maintain community and school involvement as well as adequate attendance to all Senate meetings and functions and maintain academic integrity.
- c. Non-Executive
 - i. Non-Executive Senators (see article VII) receive reimbursement to follow the same policy as VIII-b-i.

IX. SENATE ADVISOR

- a. Shall oversee all actions of the Student Senate and be the responsible party of any issue, which supersedes that of which the Senate can assume responsibility.
- b. Shall be the Dean of Students or another faculty/staff member, and shall assume the position directly following Spring General Elections.

X. STANDING COMMITTEES

Each Standing Committee shall be appointed a chair immediately following Spring General Elections by the Executive Board and approved by the Senate. Each Committee shall meet at least one time per month. Each committee may only transact business if fifty percent (50%) of their members are present.

- a. Collegiate Affairs

- i. Shall serve as a liaison between the Senate (voicing the student body's concerns) and Administration and Management Personnel of the College.
 - ii. Shall document all grievances brought forth to Senate, academic or otherwise; the Chair of said committee shall delegate responsibility to committee members to ensure all issues are handled in a timely and appropriate manner.
 - iii. Shall appoint a member of the committee to be the Senate RHA Representative who will work with RHA on all grievances related to Residential Life & Housing that have been relayed to the Collegiate Affairs Committee.
 - b. External & Legislative Affairs
 - i. Shall promote and plan student participation in cultural, educational and recreational activities in the geographical area.
 - ii. Shall promote intercollegiate relations.
 - iii. Shall oversee and plan any Senate community service activities that may include, but not be limited to: highway cleanups.
 - iv. Shall promote legislative activism and awareness on campus.
 - 1. Shall maintain communication with local and state governments.
 - 2. Shall coordinate Day at the Capitol.
 - v. May coordinate and participate in MAPCS meetings as well as any conferences that may be held.
 - c. Internal Affairs
 - i. Shall appoint an Elections Committee for the Executive Senate Elections, and shall oversee the operation of said election.
 - ii. Shall assist the Administrative Vice President in monitoring Senators' attendance during full Senate and Senate Committee meetings.
 - 1. The Chair shall notify the Administrative Vice President of excused absences.
 - iii. Shall initiate changes and bring forth suggestions for change to the Senate regarding the Senate Constitution.
 - iv. Shall receive, review and decide upon Senate policy grievances regarding dress code, code of conduct and attendance.
 - v. Shall receive, review and present letters/notices of resignation of Senators to the General Senate.
 - vi. Shall establish and enforce an acceptable dress code & code of conduct for the General Senate meetings.
 - 1. All policies/codes must be first approved by a majority of the Senate before they can go into effect.
 - vii. Shall organize the annual Senate retreat, holiday party and End of the Year Banquet.
 - viii. Shall communicate any activities of the Senate to the CSS population, students and faculty/staff, which includes, but may not be limited to: email, posters, student publications, displays, etc.
 - ix. Shall request the use or disuse of Senate on résumés for Senators who have resigned and not completed one full term prior, or are forced to resign.
 - d. Student Activities
 - i. Shall organize all aspects of the annual Snowball dance and raffle. The Chair shall be the contact person for this event if any other organization wishes to be involved.
 - ii. Shall assist Residential Life and the RHA if requested.
 - iii. Shall oversee the registration and acceptance/denial of new student organizations, and shall present their request to the General Senate.
 - iv. Shall update the organization and club contact list each academic year.
 - e. Finance
 - i. Shall prepare and submit the Senate's yearly budget during the Spring Semester.

- ii. Shall review all monetary requests before presenting them to the General Senate.
- iii. Each member of the Finance Committee shall serve as a Financial Advisor to any assigned student organizations. These assignments will be divided up evenly between all members of said committee.
 - 1. Each Financial Advisor shall:
 - a. Assist in reviewing and preparing all requests for presentation to the Finance Committee and Senate.
 - b. Monitor all budgets for the organizations assigned to them.
- iv. Shall review all grievances from student organizations regarding late receipts/requests.
- v. Shall assist the Financial Vice-President in organizing the Organizational Review Board Meeting and Organizational Budget Meeting.
- vi. Shall ensure that all monetary requests are approved and carried out by the General Senate in accordance with Financial Handbook and Benedictine Values.
- vii. Shall draft/revise the Financial Handbook and clarify Senate Financial Policies regarding funding and budgeting of student organizations/clubs.
 - 1. All policies/codes must be first approved by a majority of the Senate before they can go in to effect.
- viii. Finance Chair shall organize weekly meetings to review unbudgeted and budgeted requests, appoint Financial advisors for student organizations within the committee, contact students regarding the financial process during Student Senate meetings, assist the Financial Vice President in his/her weekly responsibilities.

XI. SPECIAL COMMITTEES

Any committee that is created other than the five listed above is considered a Special Committee. All Special Committees and their Chairs are to be appointed by the Executive Board. The Chair of any such committee shall determine all policies related to the committee with the approval of the full Senate.

XII. SENATE ENDEAVOR FUND

- i. Definition
 - 1. The Senate Endeavor Fund is an allotment of money from the Student Senate which aims to improve the overall student experience through major undertakings at the College of St. Scholastica.
- ii. Mission
 - 1. The students know best how to enhance their experience and should be given the opportunity to do so. Guided by this principle, the Senate Endeavor Fund will provide the means to make students' visions of an enhanced campus a reality.
- iii. Funding
 - 1. Specific funding guidelines shall be maintained in the Senate Financial Guidelines and Policies Handbook
 - 2. This account may not exceed a balance of \$50,000 at ANY TIME until this line is revised.
- iv. Proposals
 - 1. The identity of those who submit proposals shall remain in confidence between the President and the proposal author until after approval by the Assembly.
 - 2. Membership to a committee does not preclude eligibility to submit proposals.

3. Students may submit proposals to the Senate President at any point during the calendar year; however, selected projects will be determined annually.
 - a. Exception: If funds remain in the Senate Endeavor Fund account after all selected projects have been completed, the Senate President may, with the approval of the Assembly, reconvene the Selection Committee in the spring to select further projects. If approved to reconvene, all other rules will continue to apply.
 4. Proposals not selected for implementation may be brought before the Assembly at any time as an Unbudgeted Request.
- v. Execution
1. The President
 - a. Shall accept and maintain proposal submissions throughout the calendar year.
 - b. Shall hold the responsibility of forming and presiding as Chair over both Senate Endeavor Fund committees. Appointments of Senators to serve on these committees must be approved by rule (IV.a.ii).
 - c. Shall serve as a non-voting member on both committees, voting only to resolve a tied vote.
 - d. Shall regularly update the Assembly on progress with selected projects.
 - e. Shall assume final responsibility for any faults resulting from this Fund.
 - f. Shall assume or delegate all responsibilities not expressly described herein.
 2. Committees
 - a. The Selection Committee
 - i. Shall meet at least once annually to review submitted proposals and select those to bring before the Senate.
 - ii. The deadline for new proposals for the present year is November 1st.
 - iii. The committee must bring the selected proposals to the Assembly by the second meeting in November.
 - iv. The membership of the committee shall consist of: The Senate President, Vice-President, Financial Vice-President, the Student Trustee (if he/she so chooses) and three voting Senators from the general Assembly.
 - v. It is encouraged that the Senate Advisor be invited as a non-voting member of the Selections Committee.
 - vi. It is encouraged that the Director of Facilities Services be invited as a non-voting "consultant" to the Selections Committee.
 - vii. Selection is not restricted to a single proposal. The committee should strive to exhaust the Fund's account annually.
 - viii. After proposals have been approved by the Assembly, the Selection Committee will disband.
 - b. Coordinating Committee
 - i. The Coordinating Committee shall convene at the beginning of the Senate year. The committee will market and manage the fund until proposals are approved by the Selections Committee and the Assembly. At that time, the committee will implement those proposals.

- ii. Membership shall consist of: The Senate President, Vice-President, Administrative Vice-President, Financial Vice-President, Student Trustee (if he/she so chooses), and four voting Senators from the Assembly. It is encouraged that the Senate Advisor and the selected proposal author(s) be invited as non-voting “consultants” to the Coordinating Committee.
 - iii. One of the positions reserved for voting Senators will be reserved until after the following Fall Elections. At that time, the position will be filled. Any voting Senator at that time may be appointed.
3. Approval
- a. The Selection Committee shall approve proposals by majority vote and present them to the Assembly
 - b. Passage by the Assembly relies on a majority vote
 - i. If the proposals fail the Assembly, the Selection Committee must take the Assembly’s guidance in returning with a new proposal.
 - c. When the Assembly has approved the set of proposals, the Coordinating Committee may begin work immediately and all projects should be completed by the end of the current President’s term.

XIII. FUNDS/ACCOUNTS

Please see the Senate Financial Guidelines and Policies Handbook for official financial policies.

- a. Senate Fund – Operating Fund
 - i. The Senate Fund shall be comprised of monies used solely for the day-to-day functioning of Student Senate. The use of these funds may include, but not be limited to: office supplies, recruitment tools, group bonding events, etc.
- b. Unbudgeted Fund
 - i. The Unbudgeted Fund shall be comprised of monies derived from a percentage of the Student Activity Fee, and shall be used to fund student organizations/clubs’ unbudgeted money requests.
- c. Budgeted Fund
 - i. The Budgeted Fund shall be comprised of monies derived from a percentage of the Student Activity Fee, and shall be used to fund student organizations/clubs’ budgeted money requests.
- d. Stipend Account
 - i. The Stipend Account monies are derived from the Student Activity Monies paid to the College. This fund is set up to pay any officer on any student organization an agreed-upon amount for their services to the organization, per the approval of Senate and the Senate Advisor.

XIV. AUXILIARY SENATORS

- a. Any student carrying at least twelve (12) credits in any program at CSS may be voted into Senate as an Auxiliary Member, with a majority vote from the General Senate.
 - i. To be considered for acceptance into Student Senate as an Auxiliary Member, the candidate must submit to the Internal Affairs Committee an essay of 150 words or less stating interest in the seat.
- b. Auxiliary Senators are Senators who have full speaking rights but no voting rights in General or Committee Meetings. Any candidate for Senate who does not receive a seat by ballot votes shall have the first opportunity for an Auxiliary seat.

- c. There may be up to ten (10) auxiliary members; there may be up to two (2) Auxiliary members per committee.
- d. Should there be an open Senate seat, any Auxiliary member may contact the Internal Affairs Committee to express interest in a voting seat. Said committee will then review the essay and recommend introduction into the Senate. A two-thirds vote is required for induction of an Auxiliary member into a full voting chair on Senate.
- e. The auxiliary list will be formed in the order that they are approved regardless of election votes.

XV. BOARD OF TRUSTEES REPRESENTATION

- a. Senators will be nominated to serve on each of the following Board of Trustees Committees:
 - i. Student Affairs
 - ii. Finance/Budget – Financial Vice-President
 - iii. Academic Affairs
- b. Student Trustee
 - i. Any student carrying at least twelve (12) credits in any program is eligible for the position of Student Trustee
 - ii. The Student Trustee shall serve a two (2) year term as a non-voting member of the Board of Trustees, meaning any student pursuing this position must have at least two (2) years remaining in their program.
 - 1. The Student Trustee shall be nominated and approved by Senate by a two thirds vote in the Spring of the Academic Year.
 - iii. The Student Trustee shall hold all speaking rights equivalent to any Senator, however, this position does not have voting rights in the Senate.
 - iv. The Student Trustee shall attend all pertinent meetings/retreats and other functions of the College of St. Scholastica Board of Trustees.
 - v. When this position becomes vacant, the Senate President shall propose a nomination to the current Executive Board, who will then discuss and approve the nomination. This nomination shall be brought forth to the General Senate for approval.
 - vi. The student nominated for the position has the right to reject the nomination, in which case, the process of nomination will begin again.
 - vii. A newly elected Senate President may not remove the Student Trustee mid-term unless by impeachment proceedings, approved by Senate.
 - 1. The general impeachment policy applies to the Student Trustee; however, only the Board of Trustees may end the Rep's term. Notice of impeachment shall be forwarded to the President of the College and chair of the Board for review.

XVI. GENERAL POLICIES

All general policies apply to both full voting and Auxiliary members of Senate as well as the BOT Student Representative.

- a. Dress Code/Code of Conduct
 - i. An acceptable dress code/code of conduct shall be drafted and implemented by the Internal Affairs Committee each fall and shall be approved by the Senate.
 - ii. Any infraction of the approved dress code shall be subject to penalties, as deemed appropriate by the Internal Affairs Committee. (i.e. absence)
- b. Attendance
 - i. Senators are allowed three (3) unexcused absences per academic year. Upon the fourth (4th) absence, said Senator will be asked for a notice of resignation; if the Senator is non-compliant, Senate will remove the Senator in the form of a forced resignation.

1. If a Senator is forced to resign, Internal Affairs shall present the resignation to Senate. Senate may remove the Senator by a two thirds vote.
 2. If the Senator is forced to resign, the ability to use or disuse the current Senate term on a résumé or future forms shall be decided by the Internal Affairs Committee.
 3. If the Senator is forced to resign, the ability to pursue a seat on the CSS Student Senate in the future shall be recommended by the Internal Affairs Committee and approved by the Senate.
- ii. Tardiness in excess of fifteen (15) minutes total during any portion of the meeting will be noted as an absence. Three (3) instances of tardiness will count as one (1) unexcused absence.
 - iii. Two (2) unexcused absences from Senate committee meetings will be equivalent to one (1) of the three (3) allotted unexcused absences per academic year.
- c. Resignation of Senators
- i. The resignation of any Senator must follow the following steps:
 1. Said Senator must write a letter stating officially that they wish to resign from the Student Senate and for what reasons. This letter is submitted to the Internal Affairs committee for review and presentation to the Senate.
 2. The Internal Affairs Committee shall present the letter to the Senate. No vote is required by the Senate to accept the resignation.
 3. If the Senator has not served a full term prior to resigning, the ability to use Senate on a résumé or future forms shall be recommended by the Internal Affairs Committee.
 4. All resignations of Senators shall be published in the minutes and made a public record.
- d. Graduating Senator Policies
- i. Students who will be graduating in the spring of the upcoming year may elect to stay on Senate for the remainder of the school year with full voting rights.
 - ii. If the Student so chooses to stay on Senate for the remainder of the year, they must adhere to the attendance and dress code policies.
 1. Should the Student decide to sit on the Senate for the remainder of the year, they shall be allotted a fourth (4) unexcused absence.
 - a. If the Student would like to continue their term on Senate, they must submit a confirmation letter to the Internal Affairs Committee for approval.
 - iii. If the Student so chooses to not continue to sit on Senate as a full voting member, the aforementioned student's term will be over during the change of senate in the spring general elections.
- e. Grievances
- i. Grievances to Senate Policies may be filed to the Internal Affairs Committee as a written appeal.
 1. Grievances regarding any violation should be submitted to the Committee one week from the time of the violation.
 - ii. The decision of the Internal Affairs Committee is final unless overridden by a two-thirds vote from the General Senate, and must be reached within two (2) general meetings following the submission of any grievance.

XVII. PARLIAMENTARY PROCEDURE

This Article shall describe, in part, the rules by which Senate will conduct business according to Parliamentary Procedure. As stated in Article VII-a, there shall be one Senator appointed Parliamentarian to understand these procedures and ensure they are followed during all Senate business, to include but not be limited to: general and committee

meetings, and events. Please refer to the Official Guidebook to Parliamentary Authority for further clarification, and for official Parliamentary procedures.

- a. Quorum
 - i. Senate business may only be transacted if a quorum is present. A quorum is two thirds of voting Senators present with two Executive Senators (one must be President, Vice-President, or designated appointee) present.
 - ii. If quorum is not met, attendance will still be taken.
- b. Order
 - i. The Senate President, or appointed designee shall preside over all meetings and functions of Senate. Said chair shall also be responsible for maintaining order in the Assembly.
 1. Any Senator has the ability to call for Orders of the Day, Points of Order or other such actions to ensure the smooth transaction of Senate business.
- c. Discussion/Debate
 - i. Debate shall occur only when a motion has been made or otherwise indicated by the Chair. Only one (1) Senator may speak at any time. Debate must only be directed at the impending question; erroneous debating shall be halted by the Chair immediately and stricken from the minutes.
 - ii. Speaking Rights consist of all discussion and objections, whether or not there is a motion on the table; Auxiliary members are granted all such rights except those which bring or second a motion/question to vote, or that may alter any motion/question.
 1. Visitors are allowed to speak at Senate meetings; however, they are not permitted to make/second motions or objections nor are they allowed to vote on issues.
- d. Voting
 - i. Voting shall take place once the Chair, or designee, as Called the Question. Senate may vote using any of the following methods:
 1. Voice Vote – this is the most commonly used method and only requires “aye” or “nay” to be voiced, and abstentions shall be noted. It is not necessary to indicate the number of each vote in the minutes.
 2. Raising of Hands – this method is only used when called upon by any Senator. It requires that Senators raise hands for their vote, and the number of votes for each side and abstentions are to be included in the minutes.
 3. Roll Call – this, again, may only be used if called upon by a Senator. It requires that the Administrative Vice-President, or appointee read the list of the Roll, and ask for a vote from each member. The results, with abstentions noted, shall be placed in the minutes.
- e. Decorum
 - i. In debate, all Senators must confine themselves to the question before the assembly (Article XVI-c-i).
 - ii. Senators must not reflect on any act of the Assembly unless they intend to rescind the motion related to the act or unless the debate is regarding the act.
 - iii. During debate, all members must use respect when referring to another Senator.
 - iv. During debate, and while the Chairperson is speaking, or the assembly is engaged in voting, no member is permitted to disturb the Assembly by whispering, walking across the floor, or in any other way.
 1. There is to be no personal electronic devices (i.e. cell phones, pagers, etc.) brought into the senate meeting unless kept off at all times.

XVIII. IMPEACHMENT OF SENATORS

- a. Grounds for impeachment of any Senator are as follows:

- i. Any action (or lack thereof) which constitutes conduct which may discredit the Senator themselves or the Student Senate as a whole.
- b. Impeachment of any Senator or other members may be initiated by:
 - i. A one-third vote from the Senate;
 - ii. A petition signed by ten percent (10%) of the student body.
 - iii. A motion from the Internal Affairs Committee.
- c. Impeachment Hearing
 - i. Upon initiation of impeachment of any Senator, a full and open hearing with the Internal Affairs Committee shall be held.
 - 1. The Senate Parliamentarian may be requested to attend to maintain order and ensure rules of conduct are being followed
 - 2. Minutes shall be recorded at this meeting. Minutes shall be presented to the Senate President for review prior to bringing them to Senate.
 - 3. The Senate Advisor shall also be present at this meeting.
- d. Indictment of a Senator
 - i. After a full and open hearing, the senator may be removed by a two-thirds vote from Senate at the next general meeting.
 - ii. The Senate Advisor must be present at this meeting.
- e. Upon impeachment, senator is asked to:
 - i. Refrain from listing Student Senate on any résumé or future forms.
 - ii. Refrain from pursuing a seat on the CSS Student Senate in the future.
- f. All Impeachments of Senators and other Senate Members shall be published in the minutes and made a public record.

XIX. AMENDMENTS/REVISIONS TO THE CONSTITUTION & BYLAWS

- a. Any Senator or member of the Student Body may propose an amendment/revision.
 - i. All amendments/revisions are to be brought forth to Senate by the Internal Affairs Committee.
 - ii. Said committee shall review any and all revisions proposed with fairness and equality. The initiator of the revision may be asked to speak at the meeting of said Committee.
 - iii. Said committee shall vote with a majority of members present and refer the revision to the full Senate.
 - 1. If said committee rejects a revision, a signed petition of 15 Senators will bring forth the revision directly to Senate.
 - 2. Senate shall approve all revisions to the Constitution with a two-thirds majority vote.
 - 3. Any changes made take effect immediately.