

General by-laws of the Student Union

Passed by the Student Union Senate December 12, 1967 (B-29-F67 the General by-laws of the Student Union Act) and as amended April 30, 1968 (B-32-S68), and amended May 8, 1969 (B-46-S69), and as amended Feb. 10, 1970 (B-3-S70), and as amended Feb. 24, 1970 (B-31-S70), and as amended September 21, 1970 (B-5-F70), and as amended January 23, 1971 (B-3-S71), and as amended January 25, 1972 (B-26-F71), and as amended September 22, 1987 (HR-1-F87), and as amended April 21, 1998 (HR-1-S98), and as amended April 28, 1998 (GB-4-S98), and as amended February 1, 2001 (GB-1-S01) and as amended February 5, 2002 (GB-1-S02), and as amended February 11, 2003 (GB-1-S03), and as amended November 30, 2004 (GB-1-F04), and as amended February 22, 2011 (A-2-S11), and as amended (A-6-S11), and as amended (A-1-S12), and as amended (GB-1-F13), and as amended (GB-1-F15).

Article I: Definition of the Committees of the Student Union

Student Union Committees are of two kinds, standing and special. A standing committee is a continuously functioning committee of the Student Union, composed of any person who has been appointed so long as he or she is a member of the Student Union, except as where noted, and responsible to carry out certain functions of the Student Union in its business and to make recommendations for activity in various fields to the Senate for consideration. A special committee is a committee of the Student Union called into being, as required, to perform certain administrative responsibilities of the Student Union Senate, composed of any person who has been appointed, so long as he or she is a member of the Student Union.

Article II: Regulations Concerning Standing Committees

Sec. 1. Appointments to the advocacy committees shall be made by the chairperson of the committees in bill form to the Senate. The President of the Student Union is an ex-officio member of all standing committees.

Sec. 2. Any member of an advocacy committee may be removed by a joint decision of the chairperson of the committee and the appointing officer of the Student Union. This decision must be recorded in writing in the permanent files of the committee and must be reported at the next regular meeting of the Senate. This decision may be reversed by a majority vote of the Senate, according to the appropriate voting procedures, if an appeal is made by the affected member or a motion is made from the floor of the Student Union meeting.

Sec. 3. Meetings of the advocacy committees shall be open, at the sole discretion of the committee chairperson, to the faculty, administration, and student body of John Carroll University. A report of any standing proceeding must be read at every Student Union meeting and this report must include the anonymous positions taken, both pro and con, by all members and non-members of the committee. These votes shall be tallied separately.

Sec. 4. Each chairperson of the standing committees of the Student Union must be appointed by the designated officer of the Student Union and must be ratified by a majority vote of the Senate, according to the appropriate voting procedures.

Sec. 5. No one member of the Student Union can be a chairperson of more than one advocacy committees at one time.

Sec. 6. The advocacy committees are required to meet at least once per month throughout the entire term.

Sec. 7. The same attendance policy, explicit in Article 2, Section 8 of the Student Union Constitution, applies to Advocacy committee meetings.

Article III: The Elections Committee

Sec. 1. The Chairperson may not be a current member of Senate or the Executive Board.

- a) The Chairperson of the Elections Committee shall be appointed by the President of the Student Union. The appointment must be submitted to Senate for approval in the form of a bill of appointment with a 2/3 majority of those Senators present and voting is required for approval.
- b) The Chairperson may not be a person running for elective office.

Sec. 2. Membership of the Elections Committee shall be comprised of the Chairperson of the Elections Committee, the Vice President for Judicial Affairs, and the Senior Class Board.

- a) The Vice President for Judicial Affairs shall not be on the Elections Committee if that person is running for elective office in the Student Union during that election cycle.
- b) If the Vice President for Judicial Affairs is not able to serve on the Elections Committee then a member of the Hearing Board, who is not running for elective office, shall be chosen by the Elections Committee Chairperson.

Sec. 3. The Elections Committee is responsible for:

- a) All student elections on campus, specifically Senatorial (popularly-elected) elections, the election of the Student Union President, Executive Vice President, Vice President for Business Affairs, Vice President for Judicial Affairs, Vice President for Student Organizations, Vice

- President for Programming, and Vice President for Communications and all other such elections designated by the Senate, according to the appropriate voting procedures;
- b) Supervision, publication, tabulation, and announcement of results of all such elections;
 - c) Enforcement, on a delegated authority basis, of any provisions that the Senate deems necessary concerning elections, and all appropriate provisions of the Elections Code;
 - d) All necessary jobs related to running an election. These would include, but are not limited to: validation of candidates, publicity for elections, student outreach, facilitation of voting, monitoring of candidate actions, and any other duties described in the General By-Laws and Elections Code.
 - e) The Chairperson of the Elections Committee may not be a candidate for elective office in the Student Union during the time of they are the Chairperson

Article IV: Special Committees of the Student Union

Sec. 1. The following rules govern all conduct of special committees:

- a) Special committees shall consist of at least three members;
- b) The chairpersons of all special committees shall be appointed by the President, and must be ratified by the majority vote of the Senate, according to the appropriate voting procedures;
- c) The President of the Student Union is an ex-officio member of all special committees;
- d) Any member of a special committee may be removed by a joint decision of the chairperson of the committee and the President. This decision must be recorded in writing in the permanent files of the committee and must be reported at the next regular meeting of the Senate. This decision may be reversed by a majority vote of the Senate, according to the appropriate voting procedures, if an appeal is made by the affected member or a motion is made from the floor of the Student Union Senate meeting.

Article V: Services to Student Organizations

Sec. 1. Purpose of existence:

- a) Student organization services provide programming, financial, communication, collaboration, and transition support to recognized John Carroll University student organizations;
- b) To be eligible for student organization services, a student organization must be and officially recognized and registered organization through the Office of Student Engagement. The recognition process is outlined on the OSE website;
- c) Changes to the structure of student organizations services must be presented to the Student Union Senate as a constitutional amendment and must follow all related rules for passage of such legislation. All policy and procedural changes are decided, regulated and enforced by the Office of Student Engagement.

Sec. 2. Student Organizations Budget Board (SOBB) Structure and Operations:

- a) SOBB shall be the financial service committee chaired by the Vice President for Student Organizations. Its affiliation with the Student Union comes by way of the Student Activity Fee, the proceeds of which are shared by both entities as outlined in the Constitution. SOBB shall serve as the committee from which recognized student organizations may request financial allocations through a special request process;
- b) SOBB shall meet 6 times per semester to decide on the allocation of funds to recognized student organizations based on budget requests submitted by said student organizations received by specified due dates. Allocation meetings and budget request form deadlines are set by the Vice President for Student Organizations;
- c) At the conclusion of each SOBB meeting, the Vice President for Student Organizations is to submit the meeting results to the Vice President for Business Affairs who is responsible for making the related account transfers;
- d) The Appeals Process:
 - 1) Organizations may appeal the decisions rendered by SOBB. Appeals must be submitted to the Vice President of Student Organizations within two weeks of the SOBB decision.
 - 2) Appeals shall then be brought before the Student Union Senate in a regularly scheduled meeting. The organization will present their case to the Senate and then require a two-thirds majority to overturn or change the SOBB decision.
 - 3) If the organization still seeks an appeal after failing in the Senate, it may appeal to the Director of Student Engagement for a final decision.
- e) Upon returning, all organizations who received funding from the SOBB “Travel/Conference” budget must give a brief presentation to the Student Union Senate in a regularly scheduled meeting on what was learned, how it can be applied to their respective organization, and how it will help build community and/or better the John Carroll University.
- f) Any allocation request of \$60 or less by a recognized student organization shall be approved at the discretion of the Vice President for Student Organizations. An allocation request may be decided by the VPSO without an allocation meeting in such cases.

Article VI: Student Union Business

Sec. 1. The presence of at least two-thirds of the members of the Student Union Senate shall constitute a quorum and a majority for conducting business on the floor, and for any other considerations and voting (except where a different quorum is specifically stipulated for certain business in the Constitution, by-laws, or other acts of the Student Union).

Sec. 2. The rules contained in the Robert’s Rules of Order, latest revision, shall govern the Senate in all cases to which they are applicable, and in which they are not inconsistent with the by-laws or the special rules.

Article VII: Legislation and Voting Procedures

Sec. 1. All bills brought before the Student Union Senate shall be classified as one of the following:

- a) A - Amendments: Bills only affecting the Constitution of the Student Union;
- b) APT - Appointments: Bills for the appointment of a student to any position;
- c) ECB - Elections Code by-laws: Bills only affecting the Elections Code of the Student Union;
- d) FR- Financial Recommendations: Bills of recommendation to the Student Union Senate to create and/or amend the annual Student Union budgets;
- e) GB - General by-laws: Bills only affecting the General by-laws of the Student Union;
- f) REC - Recommendations: Bills making suggestions to the University administration or faculty;
- g) RES - Resolutions: Bills containing statement of principle (reflecting the opinions of the student body, and especially designed to influence public opinion);
- h) SR - Special Resolutions: Bills of commendation, censure, or honorary membership to the Student Union;
- i) BPD - Basic Policy Declaration: Bills not included in any aforementioned subsections.

Sec. 2. The presentation of bills shall be governed by the following rules:

- a) All bills shall begin with a notation containing the classification of the bill (as BPD), the number of the bill in the session (as 1), and the sessions as (F64 or S64). This shall supersede previous numbering systems.
- b) All bills shall contain a title and two sections. The first section shall contain a fact section and all relevant information necessary to an understanding of provisions. The second section shall contain classification listing followed by bill provisions.
- c) All bills must be presented to the Vice President for Communications and Vice President for Judicial Affairs before 2:00 p.m. on Sunday before the Student Union meeting for processing and constitutional approval. No bill may be brought up orally unless previous permission is obtained from the President.
- d) The Vice President for Communications of the Student Union will ensure that the formatting of the proposed legislation is correct.

Sec. 3. The voting procedures for all bills and motions where the Senate is the sole legislative body voting on the bill or motion shall be governed by the following rules:

- a) Amendments to bills shall be made in the following manner:
 - 1. Any member of the Student Union may propose a friendly amendment to the bill. If accepted by the bill's presenter(s), this amendment is not subject to a vote in the Senate.
 - 2. Any member of the Senate may propose a formal amendment to the bill.
 - 3. When a formal amendment is proposed and seconded, it shall be voted on by the Senate.
 - 4. Formal amendments must pass before being accepted into the bill.

b) In order for a bill governed by this section to be voted on by the Senate, the motion to previous question must be agreed upon by a majority of Senators. Until it is, the bill cannot be voted on.

c) When a motion to previous question on the bill is made, seconded, and passed by a majority of Senators, a final vote shall be taken on the bill in the Senate.

d) The motion to adjourn a Student Union meeting must be agreed upon by a majority of Senators. Until it is, a Student Union meeting cannot end. If there is an absence of quorum in the Senate, the meeting is automatically adjourned without any further consideration of legislation allowed.

Article VIII: The Executive Board of the Student Union

Sec. 1. The Executive Board shall consist of the President, Executive Vice President, Vice President for Business Affairs, Vice President for Judicial Affairs, Vice President for Student Organizations, Vice President for Programming, and Vice President for Communications.

Sec. 2. The Executive Board shall meet regularly at a specified time and place, to determine general policy for the Student Union. Any such meeting must not include the Vice President for Judicial Affairs if a specific potential conflict of interest between the Executive and Judicial Branches exists. A conflict of interest may be determined by the Vice President for Judicial Affairs him or herself, or by a majority vote of the Executive Board. Attendance at these meetings is subject to the same requirements stipulated in Article II, Section 9 of the Constitution

Sec. 3. Any and all executive policy shall be carried out by the appropriate Executive Officer and his or her appropriate Student Union Committee(s). No Executive Officer of the Student Union shall interfere with the business of another Executive Officer's or his/her appointed committee, unless granted by these or any applicable by-laws of the Student Union.

Sec. 4. All executive board members will maintain ex-officio status for all meetings pertaining to the Student Union and its operations. This means that any executive officer can attend any Senate, Programming Board, SOBB, class board, or committee meeting of his or her choosing. Executive officers are very much encouraged to attend as many of the above meetings as possible.

Sec. 5. Any specific executive policy that requires the use of resources specifically controlled by Student Union Senate, or anything under specific auspices of the Student Union Senate, must first be introduced on the floor of the Senate, if so required by these or any other by-laws of the Student Union.

Article IX: Amendments

Sec. 1. Any amendments to the General by-laws shall be proposed in the form of a bill and discussed at a regular meeting of the Senate. The bill may be voted on at that meeting of the Senate if all appropriate by-laws are followed.

Sec. 2. A two-thirds vote of the Senate, according to the appropriate voting procedures, with two-thirds of the members being present and voting, shall be necessary to make any amendment to the General by-laws.

Sec. 3. Amendments will be attached to the General by-laws in the appropriate location in the text. Amendments must also be approved by the University where they affect the basic structure of the Student Union, its powers, or its relations with other areas of the University.

Article X: The Executive Board Accountability Committee

Sec. 1. The Chairperson shall be the Senior Class President.

Sec. 2. Membership of the committee shall consist of all class presidents of the John Carroll University Student Union.

Sec. 3. The Executive Board Accountability Committee is responsible for:

- a) Holding the President and the Executive Board as a whole accountable for performing their duties as outlined in the Student Union Constitution;
- b) Submitting Executive Board evaluations per term at the end of the spring semester of the term.