

The Constitution of the
Student Union of John Carroll University

We, the Students of John Carroll University, in order to govern our own affairs, to represent ourselves effectively, to coordinate activities between ourselves and the rest of the university, to promote the unity and welfare of the entire student community, and to protect our inherent rights and interests, do ordain and establish this Constitution of the Student Union.

Article I

Membership of the Student Union

Sec. 1. All bonafide, registered students of John Carroll University who have been authorized to hold a John Carroll University student identification card shall be members of the Student Union of John Carroll University.

Sec. 2. Only members of the Student Union shall be entitled to:

- a) Vote in all elections of the Student Union;
- b) Hold an elected or appointed office in the Student Union or in any undergraduate class.

Sec. 3. Student Union Senate alumni who have been appointed to the position of Student Union Senator for Life retain a non-voting membership in the Student Union for the duration of his/her lifetime, unless revoked.

Sec. 4. The Student Union shall not discriminate against any person or group based on ability, age, ethnicity, gender, gender identity, intellectual perspective, nationality, race, religious affiliation, sexual orientation, socioeconomic background, or veteran status in any of its policies or practices.

Article II

The Student Union Senate

Sec. 1. All legislative powers herein granted shall be vested in the Student Union Senate.

Sec. 2. The Senate shall be composed of each member of each undergraduate Class Board.

Sec. 3. The Student Union Senate shall have the following rights and powers:

- a) The Student Union Senate shall be the only student organization which can represent the entire student body at John Carroll University;

- b) to recommend through appropriate legislation the provisions of the Student Code of Conduct;
- c) to recommend changes in the rules and regulations governing the entire university;
- d) to recommend rules and regulations governing buildings or any facilities which may be placed under Student Union administration and operation by the properly designated campus authority;
- e) To approve and allocate all Student Union budgets and revenue;
- f) to approve all student appointments as specified in the various by-laws;
- g) to set qualifications for candidates for any elective or appointed office of the Student Union;
- h) to establish such special committees as may be necessary to the effective operation of the Senate and to make them responsible to the Senate;
- i) to establish such special committees as may be necessary for the effective operation of the Hearing Board and to make them responsible to the Hearing Board;
- j) to make all laws necessary to carry out the foregoing powers and any other powers vested by this Constitution of the Student Union.
- k) to impeach the President of the Student Union by a two-thirds majority vote for failure to appropriately fulfill his or her designated responsibilities set forth in the Constitution. The Hearing Board may also be used if necessary.
- l) The Student Union Senate has the ability to appoint a John Carroll University Student Union Senate Alumni to be a Student Union Senator for Life.

1. To be eligible for this appointment the Alumni must have been a member of the John Carroll University Student Union Senate or Executive Board for the duration of at least two full terms, who have graduated or are in their second semester of their final semester from John Carroll University, and had exemplified service and the John Carroll University mission throughout their time in the Student Union.

2. A formal appointment bill must be presented to the Student Union Senate and requires a 2/3 majority vote of those present and voting.

3. A Student Union Senator for Life gains the following privileges:

- i. To be seated with Senate during meetings and speak on issues being brought up.
- ii. To receive copies of the Minutes and Student Union Newsletters.
- iii. To be invited to the Inauguration Ceremony as well as the State of the Union address.
- iv. To participate in Student Union committee meetings with the approval of the President of the Student Union.

4. A Student Union Senator for Life may not:

- i. Count towards quorum
- ii. Vote on Student Union Business
- iii. Be a sponsor of legislation

5. Any Student Union Senator for Life appointment may be revoked by the Student Union Senate by a 2/3 majority vote of those members present and voting.

n) to, along with the Student Union Executive Board, decide any and all organizational issues relating to the student body.

Sec. 4. The term of office for Senators serving as members of an undergraduate Class Board shall hold office from their election until the inauguration of their successor.

Sec. 5. Members of the Senate shall be elected such that the exact date and procedures of elections be determined by the Elections Committee as within Articles II, III, and IV of the Elections Code.

Sec. 6. Vacancies on Class Boards, save those of the Class President of a class, shall be dealt with in the following manner:

- a) The President, in coordination with the Class Presidents and Vice President for Communication, is to create an application for the vacant position and advertise it to their the necessary class.
- b) The President and the Class Presidents, working as a committee, is to choose a person to fill the vacancy based on the applicant pool by a majority vote.
- c) Any appointment chosen to fill the vacancy is subject to the approval of the Student

Union Senate, through a bill of appointment, according to the appropriate voting procedures.

Sec. 7. All members of the Senate shall be entitled to one vote. A student can hold only one seat in the Senate. Proxy or absentee votes shall not be permitted. Executive Officers shall not be empowered to vote in the legislative process, save the Executive Vice President who shall be empowered to vote on legislation in the event of a tie in the Senate.

Sec. 8. Stipulations for absences of Senators shall be the following:

a) Excused absences shall be determined by the Vice President of Judicial Affairs of the Student Union. A Senator is allowed no more than 3 excused absences from regularly scheduled Senate meetings, advocacy committee meetings, office hours, or any other mandatory events as defined by the president per term.

b) Any resulting vacancies in the Senate shall be filled as stated in Section 6 of this Article.

c) Any Senator with three or more unexcused absences will be subject to the below sanction based upon which event was unattended:

i) Regularly scheduled Senate meetings: first absence, no action will be taken; second absence, voting rights shall be stripped for the next two regularly scheduled Senate meetings; third absence, removal from the Senate.

ii) Advocacy committee meetings: first absence, no action will be taken; second absence, the committee chair is given discretion as to a sanction; third absence, removal from the committee.

iii) Office hour: first absence, no action will be taken; second absence, the Executive Vice President is given discretion as to a sanction; third absence, meeting with the President, Vice President of Judicial Affairs, and Student Union Advisor to determine further action.

d) absences are determined during all roll calls; a Senator must be present for the majority of the meeting, unless other adequate arrangements have been made with the Vice President of Judicial Affairs of the Student Union.

e) a Senator shall not be considered absent if a proxy who is a member of the same class, and is registered with the Vice President of Judicial Affairs before the meeting sits for him or her for the duration of the senate meeting. The alternate has no vote. This may happen once per semester.

f) Any Senator who is regularly unable to attend regularly scheduled Senate meetings at 5 PM in the designated room shall be deemed unable to fulfill his or her obligation to the Student Union.

The seat of such a Senator shall be declared open and a new Senator shall be appointed as outlined in Section 6 of this Article.

g) The Senior Class Board's attendance policy for the second semester shall be at the discretion of the Student Union Executive Board.

Sec. 9. The following provision shall be established for meetings of the Senate:

a) the Senate of the Student Union shall meet once a week on Tuesday at 5:00 PM in the specified room.

b) special meetings of the Senate may be called by the President of the Student Union, providing that due notice is given to all members of the Senate;

c) all meetings of the Senate shall be open to the faculty, administration, and student body of John Carroll University, unless otherwise designated by the Student Union Senate.

Sec. 10 The following shall be the responsibilities of Senators:

a) To sit one office hour a week. Senior Class Senators in their Spring Semester are only required to sit two office hours a month;

b) Each Class Board is required to plan and execute at least one class program per semester;

c) To attend their Class Board Meetings as set-up by the Class President. If a Senator is absent for more than three meetings then the Hearing Board shall hold a hearing to determine the person's status as Senator of the Student Union;

d) To participate in and serve on the advocacy committee he/she is appointed to by the President of the Student Union.

e) Each Advocacy Committee is required to plan and execute at least one program per term;

f) Each Class shall reach out to their constituents to find events and issues relevant to them.

Article III

Advocacy Committees of the Student Union

Sec. 1. The Diversity and Inclusion Committee will governed by the following responsibilities and tasks

a) Tasked with holding no less than 3 outreach programs per semester. These can include, but are not limited to, panel discussions, weekly meetings and discussion groups;

- b) Hold no less than 2 open forums for which must be open to the whole campus community;
- c) Have a representative at the Institutional Diversity, Equity, and Inclusion Committee;
- d) Meet weekly, or hold an event in place of a meeting;
- e) Maintain regular contact with cultural organization leaders;
- f) Conduct any other programming in line with the university values and rules that promotes and/or advances diversity and inclusion issues.
- g) They shall also perform the following functions in conjunction with the Office of Vice President for Diversity, Equity and Inclusion.
 - i) Help organize and execute Diversity Week;
 - ii) Maintain healthy relationships with cultural organizations and CSDI, as to better understand the needs of diverse groups on campus;
 - iii) Create workshops for minority leadership.

Sec. 2. The Academic Affairs Committee will governed by the following responsibilities and tasks:

- a) Act as a facilitator of discussion between the student body and the institution in terms of academics;
- b) Handle academic concerns as they arise from the student body;
- c) Be advocates for positive change in the academic realm of campus;
- d) Be available for meetings with students, faculty, and staff to further committee objectives and John Carroll's mission;
- e) Maintain a watchful eye over core requirement changes that could affect students;
- f) Always be sure to pursue initiatives to improve the academic experience for the students at John Carroll.

Sec. 3. The Community Relations and Service Committee will governed by the following responsibilities and tasks:

- a) Inform the student body of issues facing the local community, the region and the nation;
- b) Maintain a relationship with University Heights City Council;
- c) Organize service projects within the local community to be sponsored by Student Union;
- d) Maintain a relationship with the John Carroll University Office of Government Relations;
- e) Encourage civic engagement among student body through programming and voter drives.

Sec. 4. The Dining Committee will governed by the following responsibilities and tasks:

- a) Representing the Student Body with all interests regarding dining;
- b) Be a key communicator between Students, Residence Life, and Dining Services;
- c) Address dining concerns at dining meetings;
- d) Develop and present new ideas that could be implemented in the dining locations;
- e) Organize Dinner with the Director or Student Union visits.

Sec. 5. The Residence Life and Facilities Committee will governed by the following responsibilities and tasks:

- a) Act as a liaison between the student body and the Residence Life office;
- b) Resolve any issues students have with current living standards or recommend improvements;
- c) Pursue student interests and recommended improvements with regards to campus housing and facilities;
- d) Conduct regular meetings with students as well as relevant John Carroll staff;
- e) Improving campus life, housing and facilities for all students;
- f) Making sure that facilities are maintained and students have access to them on campus.

Article IV

The Student Union Executive Board

Sec.1. All executive powers herein shall be vested in the Student Union Executive Board consisting of the President, the Executive Vice President, Vice President for Business Affairs, Vice President for Judicial Affairs, Vice President for Student Organizations, Vice President for Programming, Vice President for Diversity, Equity, and Inclusion, and Vice President for Communications of the Student Union. The following are the duties of each Executive Officer:

- a) Serve a minimum of six office hours per week;
- b) Attend all general meetings;
- c) Attend all Executive Officer meetings;
- d) Attend all major SUPB events as specified by the Vice President for Programming;
- e) Attend all advisor meetings on a weekly or bi-weekly basis;
- f) Attend all retreats, leadership development training programs, officer transitions and workshops;
- g) Attend all special events: Inauguration, State of the Union address, and any others as decided by the Executive Board and/or advisor with exemptions being approved by the Vice President for Judicial Affairs;
- h) May not serve as a chairperson for a major program or event;
- i) Maintain an updated and organized Executive Board officer transition document for each of their respective positions.
- j) Check JCU email daily and respond to requests in a timely fashion;
- k) Check Executive Board mailboxes in the office daily;
- l) Check and respond to pertinent e-mails at least once every two weeks over the summer;
- m) Each Executive Officer reserves the right to request a bill of impeachment and subsequent removal of a fellow Executive Officer, with a two-thirds majority approval from the Senate.
- n) The President and Executive Vice President shall, at their discretion, have the ability to monitor and uphold Executive Board Members to the above mentioned duties and responsibilities, ensuring a level of accountability exists between Executive Board members and the President and Executive Vice President.

Sec. 2. The following shall be the powers and the duties of the President of the Student Union:

- a) He or she shall take an oath of office at the beginning of his or her term and shall administer the oath of office to his or her successor;
- b) He or she shall be the Chairperson of the Student Union Senate;
- c) He or she shall be the official representative of the student body of John Carroll University on all occasions;
- d) He or she shall be the chief executive officer of the Student Union;
- e) He or she shall be the Chairperson of the Executive Board of the Student Union, and in that capacity, shall have the ability to formulate official policy for the Student Union;
- f) He or she shall be responsible to communicate Student Union legislation to the appropriate people and, when applicable, to enforce the decisions of the Hearing Board;
- g) He or she shall have the right of veto over all legislation within one week of passing the Senate. The veto must be submitted to the floor of the Senate, explaining the reason behind the veto, at its next regularly scheduled meeting. The Senate may only override a presidential veto, by a two-thirds majority vote with two-thirds of the members present and voting within this meeting of Senate or the following meeting;
- h) He or she must sign an official copy of all Senate legislation within one week of enactment unless he or she exercises his or her veto. If a veto is overridden, the bill becomes law regardless;
- i) He or she has the authority to conduct meetings of the Executive Board;
- j) He or she has the responsibility of giving an acceptance speech at his or her Inauguration, a State of the Union address, and a departure speech at the Inauguration of the Executive Board-elect;
- k) In consultation with the Executive Vice President, he or she shall be responsible for appointing student representatives to all university committees and Board of Directors subcommittees, subject to Senate approval;
- l) He or she shall be required to lead and attend all regularly scheduled Student Union Senate meetings;
- m) Sit on the Board of Directors subcommittee for Student Affairs as student representative;
- n) Sit on the University Strategic Planning Group as student representative;

- o) Supervise the actions of the Executive Board of the Student Union;
- p) In consultation with the Executive Vice President, organize Senate Advocacy Committees;
- q) Appoint chairs and vice chairs of Senate Advocacy Committees pending Senate approval;
- r) Assign Senators to Advocacy Committees on basis of their interest;
- s) Assign student issues to Advocacy Committees at each weekly Senate meeting when necessary;
- t) Meet with the Vice President for Student Affairs at least once per month;
- u) Coordinate the planning of executive retreats and transitions;

Sec. 3. The following shall be the duties of the Executive Vice President:

- a) Act as the chief assistant to the president on all pertinent matters, including policy decisions;
- b) Consult with the president on student representative appointments to all university committees and Board of Directors subcommittees, subject to Senate approval;
- c) Consult with the president on the organization and make-up of Senate advocacy committees;
- d) Serve as acting president during times of the president's absence;
- e) Serve out the term of the president should he or she resign or otherwise be unable to fulfill the duties of the Office of the President of the Student Union;
- f) Work with the Vice President for Judicial Affairs and Vice President for Communications to maintain an updated copy of the Student Union Constitution;
- g) Assist the President in maintaining a structured senate meeting based on the descriptions set forth by Robert's Rules of Order;
- i) Uphold the policies and enforce the responsibilities of Senators set forth in the Constitution;
- j) Promote the State of the Union Address and Inauguration Ceremony to the John Carroll University community and oversee the planning of these events;

- k) Take appropriate actions in order to maintain the functionality of the Student Union Office which can include purchasing of supplies, maintenance of equipment, and purchasing necessary additions;
- l) Serve as Student Union liaison between the Student Union and all other facets of the University;
- m) To coordinate the planning of Senate Training Day;
- o) To be the Student Union Parliamentarian and is responsible, in that capacity, to perform the following duties:
 - i) To aid students in the classification and presentation of all bills presented during Student Union meetings;
 - ii) To work with the Student Union by holding a seminar detailing the parliamentary procedures of the Student Union, at the soonest possible date after the inauguration of each class's new officers;
 - iii) To have a working knowledge of the parliamentary procedures of the Student Union;
 - iv) To be a reference for the President or presiding officer during meetings;
 - v) Decisions made by the Executive Vice President in this capacity shall not be binding and shall not be considered to deprive the President or the presiding officer of any authority granted by parliamentary procedures.

Sec. 4. The following shall be the duties of the Vice President for Business Affairs:

- a) Prepare Student Union budget for each term;
- b) Present and gain approval of the budget from the Student Union Senate
- c) Facilitate the SAFAC group through its annual review process of the student activity fee
- d) Maintain the budget based on the plan for the term;
- e) Update student organizations on their current balances;
- f) Monitor the business affairs of student organizations;
- g) Handle all check requests and purchase orders, ensuring that the appropriate amount of money is in each account;

- h) Gain proficiency with the computer system “Banner”
- i) Hold information sessions for all organizations to explain Banner and the check requests system each semester;
- j) Maintain an accurate account of all aspects of the Student Union budget;
- k) Present budget updates at Senate meetings when requested;
- l) To include yearly compensation figures, not exceeding \$8000 of the annual Student Union budget, for Executive Board officers in the annual budget proposal;
- m) Send memo of the SOBB allocations to the Business Office;
- n) Make an effort to attend all SOBB meetings;
- o) sit as the chair of the Student Union Budget Oversight Committee, and shall discharge those duties in accordance to Article V of the Student Union General Bylaws.

Sec. 5. The following shall be the duties of the Vice President for Judicial Affairs:

- a) Appoint any number of justices to serve on the Student Union Hearing Board;
- b) Advise and attend all Election Committee meetings;
- c) Serve as Chief Justice of the Hearing Board, and ensure a confidential and an unbiased hearing process in accordance with the Student Union governing documents and the university’s Community Standards Manual and other policies.
- d) Executive Board members and Senators shall have the ability to challenge the constitutionality of the President’s actions before the hearing board, led by the VP for Judicial Affairs. A constitutional question may be brought forward by as few as one Senator or board member, and is to be handled in a timely manner.

Sec. 6. The following shall be the duties of the Vice President for Student Organizations:

- a) Chair and schedule meetings of the Student Organization Budget Board (SOBB) on a bi-weekly basis;
- b) Oversee activities of SOBB, including but not limited to, organization constitution approval and maintenance;

- c) Inform student organization representatives of meetings via e-mails;
- d) Collect budget request forms from all recognized organizations;
- e) Lead SOBB meetings on a regular basis and facilitate votes on all budget requests;
- f) Send memos after each meeting to the Vice President for Business Affairs detailing the results of previous meetings;
- g) Facilitate voting for “Of the Year Awards;”
- h) Serve as a resource for all student organizations to utilize. This includes, but is not limited to, help in facilitating communication between organizations, navigating the funding process, advertising, booking locations, and facilitating relations between student organizations and university administration, faculty, and staff;
- i) To hold and lead at least one mandatory meeting with recognized student organizations’ presidents per semester. The meetings should focus on, but are not limited to, organization training, collaboration, communication, and a format for organization feedback. The Vice President for Student Organizations shall also submit a report of the meetings to the Senate promptly after they occur;
- j) The unilateral authority to approve or deny funding requests totaling less than \$200.00, with a total not exceeding \$1,000.00 per semester and \$2,000.00 per fiscal year.

Sec. 7. The following shall be the powers and the duties of the Vice President of Diversity, Equity, and Inclusion:

- a) serve as an advocate for students whose identities have been historically minoritized;
- b) serve a representative at the Institutional Diversity, Equity, and Inclusion Committee;
- c) work with and engage John Carroll University on institutional-level issues as they relate to the realms of diversity, equity, and inclusion;
- d) remain in contact and have regular meetings with the following persons and departments:
 - i) Director of the Center for Student Diversity and Inclusion;
 - ii) the Director of the Office of Student Engagement to ensure engagement of commuter students;
 - iii) the Office of Student Accessibility Services;

- iv) the university's Title IX Coordinator;
- v) any other persons and departments necessary to fulfill the tasks of this position;
- e) maintain regular contact with leaders within cultural organizations as recognized by the Center for Student Diversity and Inclusion;
- f) organize diversity, equity, and inclusion training for Student Union Executive Board Officers and Senators to occur at the orientation for new and returning members at the beginning of the spring semester;
- g) to work in conjunction with the Student Union Diversity and Inclusion Committee on the following:
 - i) the organizing of the annual Diversity Week;
 - ii) the creation of workshops on minorities in leadership;
 - iii) any other activities or initiatives that necessary to fulfill both the tasks of the committee and this position
- h) to work with other members of the Student Union to undertake any new initiatives that may arise during his or her term.

Sec. 8. The following shall be the duties of the Vice President for Programming:

- a) Serve as the chairperson of the Student Union Programming Board (SUPB), and shall represent the organization in any official capacity as such;
- b) Provide and develop long-term goals and strategies for the Programming Board;
- c) Develop a calendar of programming events, with the aid of the SUPB Executive Board, which includes dates, times, facilities, and costs, to be made public and kept updated;
- d) Oversee the planning of the major programming events;
- e) Facilitate weekly Student Union Programming Board meetings;
- f) Supervise the SUPB Executive Board and committee chairpersons and facilitate meetings of these individuals;
- g) Attend weekly advising meetings with the Assistant Director of the Office of Student Engagement;

h) Adhere to the guidelines set forth in the SUPB Constitution and By-Laws.

Sec. 9. The following shall be the duties of the Vice President for Communication:

- a) Call roll at weekly Student Union meetings;
- b) Oversee the compilation of the Student Union Newsletter;
- c) Facilitate communication between the Student Union and The Carroll News;
- d) Oversee the updating and running of the Student Union webpage;
- e) Compile the weekly agenda for Student Union Meetings;
- f) Coordinate projects and events that would increase communication with the student body in coordination with the rest of the Executive Board;
- g) Serve as the webmaster for the Student Union:
 - i) The webmaster is responsible for updating the Student Union website and social networking as necessary;
 - ii) Students should report all website issues to the Vice President for Communication.

Sec. 10. The President of the Student Union shall report on the State of the Union annually to a combined session of the Student Union Executive Board, Senate, Programming Board, Student Organization Budget Board, and Hearing Board, as well as other members of the University community.

Sec. 11. 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 of the Student Union shall be elected such that the exact date and procedures of elections be determined by the Elections Committee as within Articles I, III, and IV of the Elections Code.

Sec. 12. A motion for the impeachment of any Executive Officer of the Student Union shall be presented, in the form of a bill, during the course of a regular meeting of the Senate, discussed thoroughly, and then voted upon as the first order of business at the next regularly scheduled meeting of the Senate. Two-thirds of the entire membership of the Senate must be in favor of the motion to carry it.

Sec. 13. All vacancies on the Executive Board, except that of President, shall be filled by an application and interview process to be undertaken by the members of the Executive Board. Once a nominee is selected by the President with majority approval of the Executive Board, his or her appointment to the vacant position will be presented to the Senate in the form of a bill, pending Senate approval by a two-thirds majority with two-thirds present and voting.

Sec. 14. If the President resigns or is otherwise unable to fulfill the duties his or her office, then the officer of the Student Union who is highest on the following list shall act as President upon his or her resignation from his or her vice presidency: Executive Vice President, Vice President for Business Affairs, Vice President for Judicial Affairs, Vice President for Student Organizations, Vice President for Diversity, Equity and Inclusion, Vice President for Programming, and Vice President for Communications..

a) Vice Presidential vacancies created by the execution of this section shall be filled according to Sec.12 of this article.

Sec. 15. The following shall be the qualifications of the Executive Board positions of the Student Union:

a) A 2.7 grade point average is required. The officeholder may not earn a GPA below a 2.7 for each semester in office and he or she must have a cumulative GPA of at least a 2.7 when he or she declares his or her intention to become a candidate for office;

b) The President of the Student Union must have at least four semesters of experience as a Student Union Senator, or at least two semesters of experience as an Executive Board Member, or at least two semesters as a Student Union Senator and experience on the executive board in a different student organization for one semester as recognized by the Vice President for Student Organizations;

c) The Executive Vice President must have at least two semesters of experience in the Student Union as a Student Union Senator or Executive Board Member by the time he or she would take office;

d) The Vice President for Judicial Affairs must have at least two semesters of experience on the Student Union Hearing Board by the time he or she would take office;

e) The Vice President for Programming must have at least two semesters of experience on the Programming Board Executive Board by the time he or she takes office;

f) The Vice President for Student Organizations must have two semesters of experience as an Executive Board Member for a recognized student organization, a member of the Student Organization Budget Board, a member of the Student Organization Review Board, a member of the Student Union Senate, or a member of the Student Union Executive Board by the time he/she would take office.

g) The Vice President for Business Affairs must have been an active student at John Carroll University for two semesters.

h) The Vice President for Diversity, Equity, and Inclusion must be actively involved in a cultural organization, as recognized by CSDI, for two semesters or more. Active

involvement will be determined by the respective cultural organization's executive board. An individual wishing to run for this position must have a written statement from a cultural organization's executive board testifying that the individual has been actively involved in the organization for two or more semesters.

i) The judicial record of all candidates for the Executive Board must be reviewed by the Dean of Student's Office before the election.

j) A candidate must be an active student during the term he or she has been elected to serve, except in the case of an unforeseen circumstance:

- i) In the occurrence of absence from campus during nominations for Executive Board positions, a proxy may accept a nomination for the absent student per the terms in the Elections Code;
- ii) If such an unforeseen circumstance were to arise, the office holder holds the option to remain in office and appoint a proxy to fulfill his or her on-campus duties in his or her absence.

Sec. 16. The following provision shall be established for meetings of the Executive Board:

a) The Executive Board of the Student Union shall meet once a week.

b) Special meetings of the Executive Board may be called by the President of the Student Union, providing that due notice is given to all members of the Senate;

c) All meetings of the Executive Board shall be open to the faculty, administration, and student body of John Carroll University, unless otherwise designated by the Student Union Senate.

Article V

The Student Union Programming Board

Sec.1. All programmatic aspects of the Student Union shall be vested in the Student Union Programming Board.

Sec.2. The Programming Board shall offer activities and diverse programming to the student body on Thursday, Friday, and Saturday evenings. These can include, but are not limited to, comedians, musicians, speakers, movies, on-campus performers, and community-building events.

Sec.3. The Programming Board shall be responsible for the execution of the four major programming events during the academic year: Fall and Spring concert(s), Homecoming, and Winter Formal.

Sec.4. Any student is eligible to become a general member of the Programming Board.

Sec.5. The Programming Board falls under the leadership of the Vice President for Programming.

a) He or she shall be elected by the student body in the Executive Board General Elections as stipulated in Article I, Section 4 of the Elections Code.

b) He or she shall have served on the Executive Board of the Programming Board for at least one year.

Sec.6. The Programming Board shall have an Executive Board consisting of the Vice President for Programming, a Board of Directors, and Committee Chairpersons.

a) This board must communicate regularly and meet weekly during the academic year, or more often as deemed necessary, to ensure the proper execution of the Programming Board's events.

Sec.7. The Programming Board shall hold a meeting for all team members Tuesdays at 9:00 p.m. every week during the academic year at a specified location.

a) The Vice President for Programming shall preside over these meetings unless otherwise directed.

b) All meetings of the Programming Board shall be open to the faculty, administration, and student body of John Carroll University, unless otherwise designated by the Student Union Vice President for Programming.

Article VI

The Hearing Board of the Student Union

Sec. 1. All conduct powers herein granted shall be vested in the Hearing Board of the Student Union, referred herein as "the Board."

Sec. 2. The chairperson of the Hearing Board shall be the Vice President for Judicial Affairs.

a) He or she shall be elected in the same manner and with the same qualifications as rest of the Executive Board. The exact date and procedures of this election shall be determined by the Elections Committee in accordance with Articles I, III, and IV of the Elections Code.

b) He or she shall preside at all meetings of the Board and shall direct its activities.

c) He or she shall be responsible to guarantee substantive due process in all cases heard before the Board and to investigate any alleged violations of substantive due process in all matters coming before any other university court.

d) He or she shall be responsible for reviewing and/or revising the Student Code of Conduct as the Chairperson of the Hearing Board; any revisions made are subject to majority approval of the Senate before publication, according to the appropriate voting procedures.

e) He or she shall be required to attend all regularly scheduled Student Union Senate meetings;

f) He or she will be responsible for codifying all passed legislation at Senate meetings as well as maintaining a binder of all codified Senate legislation for the duration of his or her term in office;

Sec. 3. At the start of each term the Vice President for Judicial Affairs shall appoint eight additional students to the Student Union Hearing Board and have the option to appoint up to two students to serve as alternates. One of the eight, that is not an alternate, shall be designated as vice chairperson. These recommendations are to be proposed in a bill of appointment at a regular meeting of the Senate. Majority approval of the Senate, according to the appropriate voting procedures, is required for confirmation of each appointment.

a) The Vice President for Judicial Affairs shall preside at all meetings of the Board and shall direct its activities.

b) No appointed member of the Hearing Board may sit concurrently on the Student Union Senate, Executive Board, Elections Committee, or on any other student or university court;

c) In case of resignation or any other vacancies on the Board, the Vice President for Judicial Affairs will recommend at least one person to fill out the remainder of that term, subject to the appointment procedures above.

d) All board members are eligible for reappointment to the Board according to the appointment procedures above.

Sec. 4. Stipulations for a quorum of the Hearing Board are as follows:

- a) A quorum shall consist of a simple majority of the Board;
- b) A quorum shall include the Vice President for Judicial Affairs or the Vice Chairperson;

Sec. 5. The Vice President for Judicial Affairs, as chairperson of the Hearing Board, can dismiss or ask for the resignation of any member of the Board due to three or more unexcused absences, severe negligence, or other dereliction of his or her duties as a Board member.

Sec. 6. The Hearing Board of the Student Union shall have the following rights and powers:

- a) To act as a court in all student disciplinary cases referred to it by the Dean of Students;
- b) Have the power of judicial review over all enacted legislation subject to the appropriate procedures of the Student Union, including a Senate override of a veto if one has been exercised;
 - i) To review all legislation referred to it by the Student Union Senate for accuracy and legitimacy in accordance with this Constitution;
 - ii) To interpret the Student Union Constitution when such a need arises that could be due to, but not limited to, obscurity, confusion, or assumption of an implied power.
- c) To validate all elections conducted by the Student Union only when called upon to do so by a majority vote of the Senate;
- d) To recommend changes in the Student Code of Conduct, presented to the Senate for consideration;
- e) To determine its own procedures for carrying out the above duties subject to majority approval by the Senate.

Article VII

Amendments

Sec. 1. Any amendments to the Constitution shall be:

- a) Proposed in the form of a bill and discussed at a meeting of the Senate;

b) To be tabled until at least the next regularly scheduled meeting of the Senate and be voted upon at a regular meeting of the Senate.

Sec. 2. A two-thirds vote of the Senate, with two-thirds of the members being present and voting, shall be necessary to make any amendment to this Constitution.

Sec. 3. Amendments will be attached to the end of this Constitution. 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 VIII

Codification of Legislation

Sec. 1. All approved legislation of the Student Union shall be signed after each session by the President and Executive Vice President, and then codified by the Vice President of Judicial Affairs of the Student Union, and shall be binding on all members of the Student Union.

Sec. 2. All violations of the constitution or any enacted legislation shall be referred to the Hearing Board by any member of the Student Union for consideration.

Article IX

Constitutional Authority

Sec. 1. This Constitution is binding for the entire student body and holds the highest authority among student organization constitutions.

Article X

Constitutional Review

Sec. 1. A committee will convene for the purpose of reviewing this Constitution and other Student Union governing documents.

a) The committee will consist of the Executive Vice President, two Senators, two Executive Board members of the Student Union Programming Board other than the Vice President for Programming, the Elections Committee Chairperson, a member of the Hearing Board other than the Vice President for Judicial Affairs, and a student at-large.

b) The committee will elect a chair other than the Executive Vice President.

c) The members of the committee, with the exception of the Executive Vice President and Elections Committee Chairperson, will be appointed as follows: the two Senators and student at-large will be appointed by the Executive Vice President; the two Executive Board members of the Student Union Programming Board will be appointed by the Vice President for Programming; the member of the Hearing Board will be appointed by the Vice President for Judicial Affairs.

Sec. 2. The following shall be the duties of the committee:

a) To review the Constitution, Elections Code, and General By-Laws of the John Carroll University Student Union for inaccuracies, syntax errors, relevance, and any other additions deemed necessary by the committee;

b) To propose amendments in the form of legislation to come before the Senate.

Sec. 3. The committee will convene according to these stipulations:

a) The committee will convene during the Fall Semester of every odd-numbered year;

b) Any amendments proposed by the committee must be proposed to the Student Union Senate by the second regularly scheduled meeting of October;

c) The Executive Vice President shall take the initial steps to convene and organize the first meeting of Constitutional Review Committee.

Jeanne Colleran, Ph.D.

Interim President of John Carroll University

Catherine Cassidy

President of the Student Union

Amendments

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