

The General Bylaws of the
Student Union of John Carroll University

Article I

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 Appendix A, 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 II

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 affecting the Constitution of the Student Union
- b) APT - Appointments: Bills for the appointment of a student to any official position
- c) ECB - Elections Code By-Laws: Bills 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 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 of the 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 and the second section shall contain classification listing followed by bill provisions.

c) All bills must be presented to the Vice President for Communications before 11:59 PM on Monday 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:

i) 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.

ii) Any member of the Senate may propose a formal amendment to a bill.

iii) When a formal amendment is proposed and seconded, it shall be voted on by the Senate.

iv) Formal amendments must pass before inclusion in a 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 a bill is made, seconded, and passed by a majority of Senators, a final vote shall be taken on the bill by 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.

Article III

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 Diversity, Equity, and Inclusion, 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 encouraged to attend as many of these meetings as possible.

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

Article IV

Student Union Budget Oversight Committee

Sec. 1. The Student Union Budget Oversight Committee (SUBOC) will be comprised of the Class Presidents, two additional Senators to be nominated by the Student Union Executive Vice President to SUBOC and approved with a simple majority vote in the Student Union Senate, and

a student at large to be selected and nominated by the Executive Vice President, and to be approved with a simple majority vote in the Student Union Senate.

Sec. 2. The aforementioned individuals will meet no less frequently than once during a calendar month to hear requests and discuss business.

Sec. 3. The money allocated by the Student Union Budget Oversight Committee will be allocated from a line item budget, set every year by the Student Union budget passed in the senate.

Sec. 4. Requests under the amount of \$500.00 (five hundred) dollars or an amount less than 7% (seven percent) of the SUBOC line item budget - whichever amount is less - must be brought to the VP of Business Affairs and sponsored by at least one Senator. In the event a request is less than \$500.00 (Five Hundred) dollars or 7% (seven percent) of the SUBOC budget - whichever amount is less - the VP of Business Affairs will have discretion as to allocate the money or not, judging the application on its merits and the overall benefit it will have on the campus community. Requests ranging from \$500.00 to \$2,500.00 (two thousand five hundred) or 7% to 32% (thirty-two percent) of the SUBOC budget (whichever set of values is lower) must be sponsored by a minimum of two Senators, with a majority vote approval in the SUBOC committee, who will again use discretion when judging an event on its merits and benefit to John Carroll. Requests amounting to over \$2,500.00 or over 32% - whichever amount is least - must be approved by a $\frac{3}{4}$ vote in the Student Union.

Sec. 5. Minutes of SUBOC meetings are to be kept by the VP of Business Affairs, or to be delegated from that office to another individual.

Sec. 6. A formal process and documents pertaining to a formal application process are to be created by SUBOC, in order to facilitate an easy application process to receive funding, and also allow Senators to more easily collaborate on projects.

Sec. 7. Limitations as to who will receive funding from SUBOC are to be at the discretion and wisdom of the VP of Business Affairs and the committee, however the following loose guidelines should be followed. 1.) Senators cannot request money for off campus events, they must occur on John Carroll's campus. 2.) Once an event/program is awarded money through the Student Organization Budget Board (SOBB), the same event can not be presented/sponsored by a Senator to receive funding from SUBOC. This is to avoid double dipping into the SAFAC fund. Events cannot be co-sponsored through Student union and another Student Organization. 3.) All events supported through SUBOC must promote the values of John Carroll University in some form or fashion, and this is to be explained by the petitioner for funds in a detailed manner during the application process. 4.) SUBOC may not set up a recurring funding system, such as a repetitive annual award to a certain Senator or group. Every SUBOC allocation must occur through the process outlined above.

Sec. 8. SUBOC meeting are to be open to the campus community, and funding allocation decisions cannot be discriminatory in any way.

Sec. 9. The Student Organization Budget Board (SOBB) and the Student Union Budget Oversight Committee (SUBOC) are to be understood as two separate entities. SOBB is a fund for student organizations, SUBOC is being created to provide Senators access to funding to better the campus community in their roles as elected representatives of the John Carroll student body. Therefore, it is to be made clear and distinguishable that student organizations are to go to SOBB for funding, Senators wanting to put on events are to go to SUBOC. This does not mean students outside student union can not access monies from SUBOC, they must simply collaborate with at least one, but potentially two Senators if the request is for a large enough dollar amount.

Sec. 10. The Student Union budget from now on must be initiated and requested by SUBOC, providing an initial group of discussion and consideration for the budget before the entire Student Union Senate. In light of recent budget struggles, a prospective budget must garner a majority vote of approval in SUBOC before being requested and presented to the Senate for approval.

Sec. 11. The VP of Business Affairs will break ties within SUBOC, as there are six sitting members, and will also fill vacancies as required throughout the duration of the year.

Sec. 12. Events benefiting from SUBOC funds will be responsible to display Student Union advertising or imaging in accordance with the amount given. Larger allocation will demand much more visibility than smaller allocations. This expectation is to be made clear to those petitioning for funds during the application process.

Sec. 13. SUBOC allocations are to be made public through the President's newsletter that is sent out the first of every month. If this way of correspondence is for some reason ended, a good faith effort is to be made by the VP of Business Affairs to be transparent about where money is going.

Article V

Definition of the Committees of the Student Union

Sec. 1. Student Union Committees shall be either standing or special.

a) A standing committee, which functions continuously, is composed of any person who has been appointed so long as he or she is a member of the Student Union, except where noted, and is responsible to carry out certain functions of the Student Union in its business and to make recommendations to the Senate for consideration.

b) A special committee is called into being when required to perform certain administrative responsibilities of the Student Union Senate and is composed of any person who has been appointed to that committee, so long as he or she is a member of the Student Union.

Article VI

Regulations Concerning Standing Committees

Sec. 1. Appointments to advocacy committees shall be made by the chairperson of each committee in the form of legislation to be passed by 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 decision of the chairperson of that committee. This decision 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.

Sec. 3. Meetings of the advocacy committees shall be open, at the discretion of the committee chairperson, to the faculty, administration, and student body of John Carroll University. A report from the meeting must be read at every Student Union Senate meeting.

Sec. 4. Each chairperson of the standing committees of the Student Union must be appointed by the President 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 committee at a 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, enumerated in Article 2, Section 8 of the Student Union Constitution, applies to advocacy committee meetings.

Article VII

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.

b) The appointment must be submitted to Senate for approval in the form of a bill of appointment with a 2/3 majority of Senators present and voting is required for approval.

c) The Chairperson may not be a person running for an elected office in the Student Union.

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

a). The Vice President for Judicial Affairs, Executive Vice President, and President shall not be on the Elections Committee if that person is running for elected 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 elected office, shall be chosen by the Elections Chairperson.

c) If the Executive Vice President or President is not able to serve on the Election Committee, then a member of the Senior Board shall be chosen by the Elections Chairperson.

Sec. 3. The Elections Committee is responsible for:

a) All Student Union elections;

b) Supervision, publication, tabulation, and announcement of results of all Student Union 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 including, but not limited to validation of candidacies, publicity, student outreach, facilitation of voting, monitoring of candidate actions, and any other duties described in the General By-Laws and Elections Code.

Article VIII

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 a 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;
 - i) this decision must be reported at the next regular meeting of the Senate;
 - ii) 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 IX

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 an officially recognized and registered organization through the Office of Student Engagement, as outlined on the OSE website;
- c) Changes to the structure of student organization 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 at least six 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:

i) 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;

ii) 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;

iii) 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 X

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 the following 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 a quorum 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.

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), and as amended (GB-1 to 5-F17).

Appendix A

Student Union Robert's Rules

These are the Robert's Rules of Student Union. No other rules of order may be added nor may rules be taken away (save for a motion of suspension of the rules). Any vote required is a simple majority unless noted. All motions require a second unless noted.

Types of motions

Privileged (P): Item may be made at any point during the meeting. Does not require recognition by the chair.

Other: happens in the order of business, in the order they were raised.

During meetings

Approval of the Agenda: Motion to approve the agenda. May motion to add or subtract items.

Order of Day (P): When a member is not following the agenda i.e. going off topic.

Approval of the Minutes: Motion to approve the minutes as written. May motion for edits.

Motion to Recognize a Member: Motion to recognize a member arriving late. Is not voted on.

Point of Order (P): May be made to correct a procedural error. Is privileged.

Motion to Suspend the Rules: Motion to suspend a part of procedure i.e. extend debate time beyond ten minutes. May not suspend any bylaw or constitutional clause.

Addressing the Chair

When the chair recognizes someone to speak , they are to say precisely "The chair now recognizes (Insert Name) for X number of minutes"

When someone is finished speaking, they are to respond with "I yield the remainder of my time to the floor" or "I yield the remainder of my time to another Senator (insert name)"

Procedure for the Reading of Legislation

The Executive Vice President will read the opening portion of the bill only. This shall include the author(s), requestor(s), and sponsor(s) and the paragraph discussing what the legislation will do. Only members of the Senate may sponsor legislation. Anyone can request or author legislation. This initial reading is not waivable.

Motion to Continue: Motion to continue the reading of the legislation. This is a privileged motion made after the initial reading. Is not voted on.

Discussion of the Legislation: Discussion is limited to two minutes of debate per speaker. Preference is given to those who have not spoken on the legislation yet. The Executive Vice President will keep a list of those wishing to speak. Debate is limited to ten minutes.

Friendly Amendment: May ask the author for an amendment to correct simple items in the legislation, such as grammar, spelling, etc. Is not voted on. Is approved by the author. Does not require a second.

Motion to Amend: Motion to formally amend the legislation. Involves changing of major portions of the legislation, such as changes to the initial paragraph or whereas clauses. May also be made to another member's motion.

Withdraw a Motion: May be made by a member proposing a motion. Does not require a vote or a second. Motion is dropped from consideration.

Point of Information: May be made anytime during discussion to ask for clarification. Is privileged.

Motion to Close Discussion/Motion to Previous Question: Motion to end discussion on legislation and move to a vote (if necessary).

After "yays" and "nays" have been heard and the chair decides the winner, a Senator may contest this by calling for a **Division of the House**. This is not debatable or voted upon. Chair decides how to reasonably count each person's vote (i.e. paper ballots or raising of hands).

Motion to Refer to Committee: Return the legislation to committee of origin for further discussion. May also create a new committee to handle further discussion and edits.

Motion to Table: Motion to end discussion on legislation and resume at a voted upon point in time i.e. one week.

Motion to Postpone Indefinitely: Motion to end discussion on legislation and not resume. "Kills" the piece of legislation.

All legislation requires a simple majority, save for amendments to the Bylaws, Constitution, or Elections Code, which require a $\frac{2}{3}$ majority. Such amendments must be tabled for a week prior to being voted on. Should there be a question to the "yays" and "nays," a member may call for a "Division of the House," at which point the chair will ask for each side to raise their hand. It will be recorded in the minutes who voted with which side.

Other Important Motions

Motion to Censure: Motion to punish a member for inappropriate behavior during a meeting i.e. talking out of turn, excessive eye rolling, etc. Is privileged. Requires a $\frac{2}{3}$ majority vote to pass. If passed, member loses right to talk for remainder of the meeting.

Motion to Close: Motion to close the agenda item at hand i.e. motion to close the open forum.

Motion to Recess: Motion to recess from the meeting for an agreed upon amount of time.

Motion to Adjourn: Motion to close the meeting.