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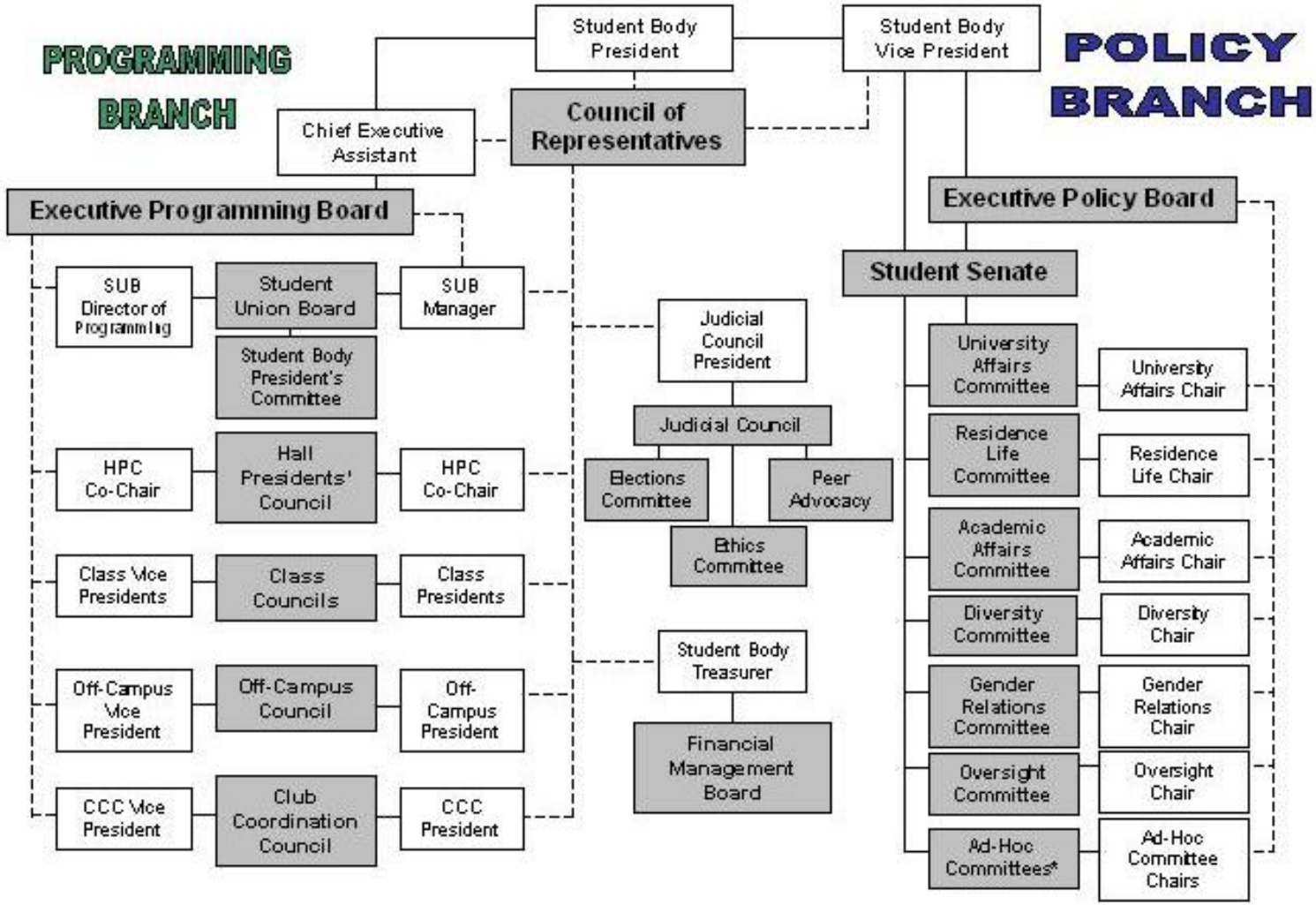
UNDERGRADUATE STUDENT BODY

UNIVERSITY OF
NOTRE DAME



UPDATED SEPTEMBER 22, 2004

STUDENT UNION ORGANIZATIONAL CHART



September 6, 2004

*Created according to need by Student Body President

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PREAMBLE

We, the undergraduate student of the University of Notre Dame du Lac, recognize the uncommon value of the vision of Our Lady's University and our essential role in its ongoing realizations. In order to achieve the greatest possible contribution to our community, we endeavor to make efficient and effective use of the resources available, to communicate student convictions clearly and willfully to faculty, administrators, and trustees, and to achieve consensus within the University community on formulation and execution of policy. We labor with the entire Notre Dame family to ensure that each student reaches his or her full academic, social, and spiritual potential and resolve to sustain the evolving spirit of Notre Dame by entrusting its care to the student. Therefore, we do hereby ordain and establish this Constitution of the Undergraduate Student Body of the University of Notre Dame and form the Student Union

ARTICLE I: GENERAL PROVISIONS

Section I: Name

1. The name of the organization which shall carry out the goals of the preamble shall be the 'Notre Dame Student Union,' henceforth referred to as 'Student Union.'

Section II: Authority

2. The authority of this Constitution is the basis for all business of the Student Union. The Student Union or any members hereof shall not act in any way that is contrary to this Constitution or its bylaws. There shall not be any discrimination in the Student Union.
3. Each Student Union organization shall develop written bylaws by May 1 to establish the operational procedures (including attendance and tardiness) necessary for the organization to carry out its constitutional duties. These bylaws must be approved by the organization's Student Activities advisor and presented to the Student Union Ethics Committee.
   a. Nothing in the Bylaws shall come in conflict with this Constitution.
   b. Amendments to an organization's bylaws may only be written by the organization the bylaws pertain to and must be approved by ¾ of the voting members within that organization. The Student Activities Advisor to the organization must approve any bylaw amendments.
4. This constitution shall mandate the following:
   a. All voting shall require a simple majority unless otherwise specified in this Constitution. When not specified by this Constitution, Robert's Rules of Order shall take effect.
   b. A quorum (3/4) of the voting members must be present to officially begin a meeting and/or take a vote.
   c. All members of Senate and Council of Representatives must be given a copy of Robert's Rules of Order as well as a copy of the Student Union Constitution.
   d. The Student Union Ethics Committee shall be in charge of reviewing and enforcing all attendance policies set forth in each Student Union Organizations' constitutional article and/or bylaws. Furthermore, the Ethics Committee will oversee the faithful completion of the duties of each position enumerated in this constitution. Should the Ethics Committee feel that any Student Union official is in violation of attendance policies and/or neglecting his or her duties as set forth in this constitution and/or any Student Union bylaws, the Ethics Committee may take any action as set forth by the Ethics Committee provisions as outlined in the Judicial Council Article of this Constitution.
   e. All organizations shall maintain detailed records of all official meetings and shall submit such said records to the Student Union Secretary.

Section III: Eligibility for Office

1. Any undergraduate student enrolled at the University of Notre Dame who is of good academic standing, as determined by the Office of the Registrar or the First Year of Studies Program, and of

good disciplinary standing, as determined by the Office of Residence Life and Housing, shall be eligible to hold an office in the University of Notre Dame Student Union.
2. All elected officials including those within Hall President's Council, Student Union Board, Senate, Council of Representatives, as well as appointed Senate Committee Chairs must be present for their entire term.
3. No person may simultaneously hold more than one office enumerated in the Constitution.

Section IV: Amendments

1. An amendment to this Constitution may be presented to the Senate by any Senator, member of the Council of Representatives, or through a petition.
2. A presented amendment to this Constitution shall be adopted with the following actions:
   a. A two-thirds vote of all voting members of the Senate and the signature of the Student Body President.
   b. If the Student Body President does not sign an amendment passed by a two-thirds vote of all voting members of the Senate within two weeks, the amendment may be adopted with a five-sixths vote of all voting members of the Senate.
   c. The approval of the Student Activities Office.

Section V: General Positions

1. The Student Union Secretary
   a. The Student Body President shall nominate the Student Union Secretary at the first Council of Representatives meeting of the term. The Council of Representatives shall review and approve this nomination.
   b. The Student Union Secretary shall facilitate the distribution of information among all branches of the Student Union. This shall include distribution of information among the following groups:
      i. Council of Representatives
      ii. Senate
      iii. Executive Policy Board
      iv. Executive Programming Board
      v. Campus Life Council
   c. The Student Union Secretary shall be responsible for the maintenance of the Student Union's public records, which shall include but are not limited to the minutes and agendas of aforementioned Student Union meetings.
   d. The Student Union Secretary shall make all public records of the Student Union easily accessible to all students, faculty, and staff of the University.
   e. The Student Union Secretary shall be responsible for the preparation of minutes of the aforementioned Student Union meetings and distribute the minutes to the members of the Senate as well as students, faculty, and staff who request the minutes.
   f. The Student Union Secretary must compile a document containing all agendas, dockets, and minutes for the given aforementioned Student Union groups' terms.
2. Parliamentarian
   a. The incoming Judicial Council President shall nominate a Parliamentarian to the Council of Representatives at the first Council of Representatives meeting of its term. The Council of Representatives shall review and approve this nomination.
   b. The Parliamentarian shall advise the Chairperson of the Senate, Council of Representatives, and Campus Life Council regarding parliamentary procedure and Robert's Rules of Order.

3. Student Union Web Site Administrator
    a. The Student Union Web Site Administrator shall update and maintain a web site consistent with the Hall Presidents Council, Student Union Board, Council of Representatives, and Senate.
    b. The web site shall
        i. facilitate communication and collaboration among student groups
        ii. effectively publicize all student group events and programs to the student body
        iii. be updated weekly during the academic year
    c. The Student Union Web Site Administrator shall attend Executive Policy Board and Executive Programming Board meetings.
    d. The Student Union Web Site Administrator shall be appointed by the Student Body President and approved by Council of Representatives.
4. Policy Branch Controller
    a. The Policy Branch Controller shall maintain an accurate and timely record of all income and expenses of the Student Union Senate and Council of Representatives.
    b. The Policy Branch Controller shall approve all transactions of the Senate and Council of Representatives and submit requests to the Office of the Student Union Treasurer.
    c. The Policy Branch Controller shall be appointed by the Student Body President.
    d. The Policy Branch Controller shall assist the Student Body President in the development, submission, and presentation of the budget proposal for both the Student Union Senate and the Council of Representatives to the Financial Management Board for the annual allocation meeting.
    e. The Policy Branch Controller shall attend all Executive Policy Board meetings and all Financial Management Board meetings.
5. Chief Executive Assistant
    a. The Chief Executive Assistant shall assist the Student Body President in the daily duties and tasks of the President.
    b. The Chief Executive Assistant shall assist the Student Body Vice-President in the coordination of the efforts of any Senate Standing or Ad-Hoc committees as needed.
    c. The Chief Executive Assistant shall attend all Executive Policy Board meetings.
    d. The Chief Executive Assistant shall also attend as a non-voting member all Student Union meetings the Student Body President attends as enumerated below:
        i. Council of Representatives
        ii. Senate
        iii. Campus Life Council
    e. The Chief Executive Assistant shall be responsible for all Senate press releases.
    f. The Chief Executive Assistant shall be responsible for publicity for the Senate.
    g. The Chief Executive Assistant shall be appointed by the Student Body president and approved by the Council of Representatives.
    h. The Chief Executive Assistant shall chair the Executive Programming Board meeting.

Section VI: Non-Discrimination Clause

1. This Constitution recognizes the God-granted rights of every person to respect, friendship, justice, and a welcoming environment, regardless of color, gender, religion, ethnicity, sexual orientation, social or economic class, and nationality. This Constitution forbids any acts of harmful and unjust discrimination within the Student Union.
2. Allegations of discriminatory activity shall be brought before the Student Union Ethics Committee as misconduct, under Article XIII, Section VII, Line 1 of this Student Union Constitution.

ARTICLE II: STUDENT BODY OFFICERS

Section I: Student Body President

1. The Student Body President shall be elected by a majority vote of the undergraduate student body prior to the third Thursday in February of each year.
2. The Student Body President shall serve a one-year term beginning April 1 of the year elected.
3. The Student Body President shall ensure the efficient and effective operation of the Student Union.
4. The Student Body President shall represent undergraduate student interests and maintain regular communication with the undergraduate student body and be responsive to undergraduate student opinion.
5. The Student Body President shall address the Senate at least once each semester in his/her State of the Student Union Address. State of the Student Union Addresses shall occur by the end of September and another by the end of January. In addition, upon the Student Body President's election, he or she shall address the Senate by the end of April of the year elected; each of which shall be delivered orally and submitted in written form to each member of the Senate.
6. The Student Body President shall serve as chairperson of the Council of Representatives and ensure its efficient and effective operation.
7. The Student Body President shall serve as chairperson of the Campus Life Council in the capacity outlined in the Bylaws of the Campus Life Council.
8. The Student Body President shall represent the undergraduate student body as an ex officio member of the Student Affairs Committee of the Board of Trustees.
9. The Student Body President shall appoint a Student Union Secretary, a Chief Executive Assistant, a Policy Branch Controller, and a Web Site Administrator as outlined in Article I: General Provisions. The Student Body President shall also appoint Senate Committee Chairpersons, the Academic Delegate, and the chairperson of the SUB Presidential Division. The Student Union Secretary, the Student Union Web Site Administrator, and the Academic Delegate shall be approved by the Council of Representatives.
10. The Student Body President shall attend all Senate meetings.
11. The Student Body President shall create Senate Ad Hoc committees **as** needed.
12. The Student Body President shall develop, submit, and present a budget proposal for both the Student Union Senate and the Council of Representatives to the Financial Management Board for the annual allocation meeting with the assistance of the Student Body Vice-President and Executive Policy Controller.
13. The Student Body President shall develop, submit, and present a budget proposal for the Student Union Board's Presidential Division to the Financial Management Board for the annual allocation meeting with the assistance of the Student Body Vice-President, the SUB Manager, and the SUB controller.
14. The Director of Student Activities shall designate an advisor to the Student Body President.

Section II: Student Body Vice-President

1. The Student Body Vice-President shall assist the Student Body President in the performance of presidential duties.

2. The Student Body Vice-President shall be elected by a majority vote of the undergraduate student body prior to the third Thursday in February of each year.
3. The Student Body Vice-President shall serve a one-year term beginning April 1 of the year elected.
4. The Student Body Vice-President shall serve as chairperson of the Senate and ensure its efficient and effective operation.
5. The Student Body Vice-President shall chair the Executive Policy Board meetings
6. The Student Body Vice-President shall attend all Council of Representative meetings
7. The Student Body Vice-President shall assist the Student Body President and the Policy Branch Controller in the development, submission, and presentation of the budget proposal for both the Student Union Senate and the Council of Representatives to the Financial Management Board for the annual allocation meeting.
8. The Student Body Vice-President shall assist the Student Body President in the development, submission, and presentation of the budget proposal for the Student Union Board's Presidential Division to the Financial Management Board for the annual allocation meeting with the assistance of the Student Body Vice-President.

ARTICLE III: COUNCIL OF REPRESENTATIVES

Section I: General Provisions and Purpose

1. The Council of Representatives shall be the venue for leaders of the various student organizations to meet and advise the Student Body President on all matters concerning the Student Union as a whole. It shall serve as an advising body to the Student Body President as well as approve the nominations for appointed offices, approve the Student Union budget, deliberate and approve any changes to the Student Union budget at any time throughout the year, and serve as a forum for discussion and decision making regarding the uses of the Collaboration Fund.
2. The Director of Student Activities shall designate an advisor to the Council of Representatives.
3. Meetings shall be open and run under Robert's Rules of Order.
4. The Council of Representatives shall review and approve recommendations made by the Financial Management Board regarding the reallocation of undergraduate student organization funds.

Section II: Membership

1. The following student leaders shall be voting members of the Council of Representatives.
   a. Student Body Vice-President
   b. (4) Class Presidents
   c. (4) Senators, to be recommended by the full Senate
   d. (1) Hall President's Council co-chair
   e. Student Union Board Manager
   f. Club Coordination Council President
   g. Student Union Treasurer
   h. Judicial Council President
   i. Off-Campus President
2. The Student Body President shall serve as the chairperson of the Council of Representatives and shall cast a vote when voting affects the outcome.
3. In addition to these voting members, the Council will include the following non-voting members
   a. Student Union Secretary
   b. Chief Executive Assistant
   c. Parliamentarian
4. Additional non-voting members may be appointed to the Council of Representatives by the Student Body President pending a 2/3 majority approval vote by the Council of Representatives.

Section III: Meetings and Procedures

1. The Council of Representatives shall meet weekly from April 1st to March 31st during the regular academic school year at a reasonable time and campus location determined by the Chairperson.

2. Attendance at meetings is mandatory. In the case that a member cannot attend a meeting of the Council of Representatives, the member may designate a representative from his/her organization to act as a replacement for that meeting. The replacement representative shall retain voting privileges.
3. The Council of Representatives shall present bylaws by May 1 to establish the operational procedures including but not limited to attendance and tardiness policies necessary for the Council of Representatives to carry out its constitutional duties. These bylaws must be approved by the organization's Student Activities Advisor and presented to the Student Union Ethics Committee.
4. Quorum shall be ¾ of the total voting membership. Replacements shall count towards quorum.
5. All voting members of Council of Representatives shall have right of agenda.
6. The Student Union Secretary shall maintain attendance of the Council of Representatives, as well as all records and minutes of the Council of Representatives' meetings, which should be made available to anyone unless the Council of Representatives votes otherwise.
7. All voting done by this committee shall require a simple majority of the voting members present (assuming quorum has been met) with the exception of the requirement of a 2/3 majority for the following:
    a. Collaboration Fund appeal requests
    b. Student Union position appointments and approvals
    c. The Student Union Budget
8. The Student Body President shall be responsible for developing and submitting a budget proposal for the Council of Representatives to the Financial Management Board for the annual budget allocation meeting with the assistance of the Student Body Vice-President and the Policy Branch Controller.
9. Any resolution, letter, or agenda item including Collaboration Fund appeal requests shall be made known to the members of the Council of Representatives three days before the actual meeting date that the item is to be deliberated.

Section IV: Collaboration Fund

1. The Council of Representatives Collaboration Fund (henceforth referred to as the Fund) is intended as a means for clubs, residence halls, and organizations, which have limited programming budgets, to be able to sponsor an event with a student organization that has a mutual interest in the event.
    a. The process of this appeal to the Club Coordination Council shall be initiated and organized by the club.
    b. The Co-sponsors shall agree on the terms of the co-sponsorship.
    c. This agreement shall be documented on the form for the appeal to the Fund.
    d. Once the form is completed, the club shall make an appointment with the Division Chair of the Club Coordination Council in the division of which the club is a part to review the appeal.
    e. The form shall be submitted at least two weeks (ten business days) before it shall be presented to the Council of Representatives.
    f. This meeting shall include, but shall not be limited to, a division representative of the club Coordination Council in the same division in which the club is a part, an officer of the club, and one representative of each of the Co-sponsors participating in the agreement.
    g. The Club Coordination Council division representative shall review the appeal form with the officers present, asking questions to help clarify ambiguities and reach an understanding of planned income, expenses, and intent of the event.
    h. The division representative from the meeting shall then present the appeal to the club Coordination Council for recommendation to the Council of Representatives.
    i. If the appeal is recommended, the Club Coordination Council will present it to the Council of Representatives.

j. The Council of Representatives shall then vote in favor or in opposition to the allocation of the requested money for the co-sponsorship event.
k. If the appeal is not recommended, the group has the ability to appeal the decision to the Council of Representatives through a Council of Representatives member, other than the Club Coordination Council representative.

2. The Fund shall be used when there is clear, mutual interest in the event.
3. The Council of Representatives does not support a policy of retroactive funding.

ARTICLE IV: POLICY BRANCH

Section I: Composition

1. Student Union Senate

Section II: Purpose and Duties

1. The Policy Branch shall advance the agenda of the Student Body President and Vice-President through the Student Union Senate in an effort to protect the interests of students in all areas of University life, provide services to the undergraduate student body, and advance the policy priorities of the Student Union.
2. Executive Policy Board
    a. The Executive Policy Board shall meet weekly to set the agenda for the Student Senate meetings.
    b. The following members shall attend the weekly Executive Policy Board Meeting.
        i. Chief Executive Assistant
        ii. Senate Standing and Ad Hoc Committee Chairs
        iii. Policy Branch Controller
        iv. Student Union Web Site Administrator
        v. The Academic Delegate
        vi. Student Union Secretary
        vii. Student Body President
    c. The Student Body Vice-President shall chair these meetings.

ARTICLE V: PROGRAMMING BRANCH

Section I: Composition

1. Student Union Board
2. Hall Presidents Council
3. Class Councils
4. Off-Campus Council
5. Club Coordination Council

Section II: Purpose

1. The organizations of the Programming Branch shall program events designed to meet the programming needs and wants of their organizations and/or the constituencies they represent.

Section III: Executive Programming Board

1. Composition
   a. (1) Hall President's Council co-chair
   b. Class Vice-Presidents
   c. Club Coordination Council Vice-President
   d. Off-Campus Vice-President
   e. Student Union Board Director of Programming
   f. Student Union Web Site administrator
2. The Chief Executive Assistant shall chair the meeting.
3. The Director of Student Activities shall appoint an advisor to the Executive Programming Board.
4. The aforementioned members of the Executive Programming Board may invite additional members of any other student organizations on campus to the Executive Programming Board meetings with the purpose of greater facilitation of the programming calendar.
5. Purpose & Duties
   a. The Executive Programming Board shall facilitate the coordination, communication, and calendar setting of all Student Union groups whose primary responsibility is to serve the programming needs of the Student Body.
   b. The primary goal of this group will be to prevent overlap in programming and to increase the effectiveness and efficiency of each of the aforementioned groups' events in an effort to draw more students to each group's events. This shall be done by setting and updating a calendar with all planned and proposed events for each group.
   c. The Executive Programming Board shall meet every other week and shall discuss events that each organization is programming or plans to program. Any events that an organization has discussed internally that have the potential to conflict or be affected by other organizations' events shall be presented at this meeting regardless of the event's status.

d. Any events, planned or proposed, being added to an organizations calendar shall be presented to the Student Union Secretary and the Chief Executive Assistant the day before each Executive Programming Board meeting.
e. The Chief Executive Assistant shall be responsible for setting the calendar at the Executive Programming Board meetings.
f. During these meetings, the Executive Programming Board shall present the Student Union Web Site Administrator with information regarding all programmed events that are going to happen.

ARTICLE VI: SENATE

Section I: Voting Composition

1. The Senate shall be composed of, but not limited to, one elected representative per undergraduate residence hall and one elected off-campus undergraduate representative.
   a. Each Senator shall be elected by the undergraduate residents of each hall prior to the first day of March each year. Students who reside off-campus shall elect one undergraduate student prior to the third Friday of March of each year to serve as the Off-Campus Senator.
   b. Each Senator must be present for the entire term.
   c. Each Senator shall serve a one-year term beginning April 1 of the year elected.
   d. Each Senator shall have one vote.
2. Student Body Vice-President
   a. The Student Body Vice-President shall serve as chairperson of the Senate and ensure its efficient and effective operation. The Chairperson shall only cast a vote when casting a vote affects the result.
   b. The Student Body Vice-President shall chair the Executive Policy Board meetings.

Section II: Non-Voting Composition

1. The Student Body President shall serve as a non-voting member of the Senate.
   a. The Student Body President shall update the Senate at least once each month during the regular academic year regarding the operation of the Council of Representatives and other appropriate Student Union organizations.
   b. The Student Body President shall verbally communicate points of inquiry raised by the Senate within one academic week to the Office of Student Affairs.
2. Parliamentarian of the Senate
   a. The Parliamentarian shall advise the Chairperson of the Senate regarding procedure.
3. Chaplain of the Senate
   a. A Representative from Old College or an undergraduate from Moreau Seminary shall serve as a non-voting member and chaplain of the Senate.
   b. The Chaplain shall lead the Senate invocation.
4. The Student Union Secretary
   a. The Student Union Secretary shall be responsible for the maintenance of the Student Union Senate's public records, which shall include, but are not limited to, the minutes and agendas of Senate and Executive Policy Board meetings.
   b. The Student Union Secretary shall make all public records of the Student Union Senate easily accessible to all students, faculty, and staff of the University.
   c. The Student Union Secretary shall prepare minutes of the Senate meetings and distribute the minutes to the members of the Senate as well as students, faculty, and staff who request the minutes.

d. The Student Union Secretary must compile a document containing all agendas, dockets, and minutes for a given Senate's and Campus Life Council's term.

5. Faculty Senate Representative
   a. The Faculty Senate shall nominate one faculty member to serve as non-voting member in the Student Union Senate.
   b. The Student Union Senate shall review and approve this nomination.
   c. The representative must be elected by the Faculty Senate each year and approved by the Council of Representatives. The representative can serve no more than two consecutive terms.
   d. The representative shall attend weekly Student Union Senate meetings and serve as a liaison between the Student Union Senate and the Faculty Senate.
   e. The representative will also, in turn, serve as a member on the Academic Affairs Committee.
6. Committee Chairs
   a. The Student Body President shall accept applications for committee chairs and then nominate a committee chair for each of the Senate standing committees.
   b. Committee chairpersons must be nominated by the Student Body President to the incoming Senate. Committee Chairs shall be approved by a 1/3 vote of the Student Union Senate.
   c. Senate committee chairs shall be appointed after the elections for Senators have taken place.
   d. Incoming Senators are eligible to be Senate committee chairs.
   e. The appointed chairperson shall attend all weekly Senate meetings.
   f. The appointed chairperson shall attend all weekly Executive Policy Board meetings.
7. The Academic Delegate:
   a. The Academic Delegate shall serve as the undergraduate student representative on the University's Academic Council.
   b. The Academic Delegate shall serve as chairperson of the Student Academic Council Committee.
   c. The Academic Delegate shall serve as the Faculty Senate Representative.
   d. The Academic Delegate shall be appointed by the Student Body President and approved by Council of Representatives.
   e. The Academic Delegate shall sit on the Senate Academic Committee.
   f. The Academic Delegate shall attend the Executive Policy Board meetings.
8. Policy Branch Controller
   a. The Controller shall maintain an accurate and timely record of all income and expenses of the Student Union Senate.
   b. The Controller shall approve all transactions of the Senate and submit requests to the Office of the Student Union Treasurer.
   c. The Controller shall be appointed by the Student Body President.
   d. The Controller shall assist the Student Body President in the development, submission, and presentation of the budget proposal for both the Student Union Senate and the Council of Representatives to the Financial Management Board for the annual allocation meeting.
   e. The Controller shall attend the Executive Policy Board meetings.
9. Chief Executive Assistant
   a. The Chief Executive Assistant shall assist the Student Body Vice-President in the coordination of the efforts of any Senate Standing or Ad-Hoc committees as needed.
   b. The Chief Executive Assistant shall be responsible for of all Senate press releases.
   c. The Chief Executive Assistant shall be responsible for publicity for the Senate.
   d. The Chief Executive Assistant shall be appointed by the Student Body President.
   e. The Chief Executive Assistant shall attend the Executive Policy Board meetings.

Section III: Powers and Duties

1. The Senate shall formulate and advance the position of the undergraduate student body on all issues concerning campus life.
2. Resolutions constitute a call for action and must be passed by a two-thirds vote of the Senate. A resolution cannot be adopted until it has been signed by the Student Body President. Any resolution not signed by the Student Body President within one academic week may be adopted by a three-fourths vote of all the voting members of the Senate.
3. Orders constitute the execution of explicitly stated powers of the Senate. Orders must be passed by a two-thirds vote unless otherwise stated.
4. A letter shall constitute an inquiry or point of information. The Chairperson shall send any letter drafted by the full Senate or a Senate committee. Points of inquiry to the Office of Student Affairs shall be communicated verbally by the Student Body President within one academic week.
5. The Senate shall establish the fiscal policies of the Student Union and supervise the proper implementation of these policies.
6. The Senate shall review and address any allegation of misuse of undergraduate student organization funds or misconduct of undergraduate student organizations and their members though the Student Union Ethics Committee.
7. The Senate shall appoint two Senators to serve on the Financial Management Board.
8. The Senate shall use the Campus Life Council as a forum where students may discuss matters affecting Student Affairs with faculty and administrative personnel in order to build campus wide consensus and make appropriate recommendations to the Vice-President for Student Affairs. Resolutions passed in the Senate addressing the Office of Student Affairs shall be submitted directly to the Campus Life Council.
9. The Senate shall elect four Senators as voting members to serve on the Campus Life Council. The Senator representing Off-Campus shall automatically be appointed to serve as one of the four voting members on the Campus Life Council.
10. The Senate shall elect four Senators as voting members and one alternate Senator to vote in the place of an absent Senator to serve on the Council of Representatives. The alternate member shall not have speaking or voting privileges in the Council of Representatives if all four elected members are present.
11. The Senate shall approve the agenda and content of the undergraduate student presentations for the Board of Trustees Student Affairs Committee meetings at least two months prior to the Winter and Spring presentation. Three possible suggestions for the fall presentation must be approved by the newly elected Senate by the end of April. These topics are subject to change with Senate consent.
12. The Senate shall establish regulations for all elections under this Constitution.
13. The Senate shall appoint an Executive Liaison to serve as a non-voting member of the Judicial Council Executive Committee. The Liaison shall inform the Senate on matters discussed within Judicial Council and vice versa, including notifying the Senate of any and all allegations brought to hearing, briefing the Senate on the process of a hearing in the event of an appeal, informing Judicial Council for a change in implementation of the sanctions, and relaying the progress of elections.
14. The Senate shall make Student Union Senate documents available to undergraduate students upon request.
15. Each Senator shall attend his/her respective Hall Council meetings to disseminate information and survey undergraduate student opinion on Senate agenda items.
16. All positions enumerated in this Constitution shall perform other duties as the Senate may determine by a two-thirds vote of all Senate members.
17. The Senate shall form standing committees concerning Academic Affairs, Diversity Affairs, Gender Relations, Oversight, Residence Life, and University Affairs during the first two weeks of its term. The Senate may appoint special committees as necessary.
18. The Senate shall adopt the most recently revised edition of Robert's Rules of Order as the official rules of procedure governing the operation of the Senate. This Constitution and its Bylaws shall take

precedence when this Constitution, or its Bylaws, and Robert's Rules of Order conflict. Any rule in Robert's Rules of Order may be temporarily suspended by a two-thirds vote of the Senate.

19. A majority vote shall be required for the passage of any action unless otherwise specified in this Constitution, its Bylaws, or in Robert's Rules of Order.
20. The Student Senate will choose a recipient of the Irish Clover Award.
21. The Student Union Senate shall honor a member of the Student Union prior to April 1 of each year.
    a. The title of the award shall be the "Michael J. Palumbo Award", in honor of its first recipient.
    b. The purpose of the award shall be to honor a member of the undergraduate student body for outstanding service and dedication to the Notre Dame Student Union.
    c. The recipient of the award must:
        i. Fulfill the purpose of the award, as stated in sub-clause b of this clause.
        ii. Be an undergraduate student at the University of Notre Dame in good standing with the University.
        iii. Have been a member of the Notre Dame Student Union, in any capacity, for at least one academic year.
        iv. Have been nominated for the award by at least one undergraduate student of the University of Notre Dame.
        v. Have performed services so as to greatly further the causes of student government at the University of Notre Dame.
        vi. Have gone beyond the call of duty to show honor and respect for, the Constitution of the Undergraduate Student Body of the University of Notre Dame and its associated bylaws.
        vii. Have demonstrated an outstanding character in the best tradition of the University of Notre Dame and its ideals.
    d. The Student Union Ethics Committee shall aid the selection process of the Student Union Senate by:
        i. Informing the undergraduate student body of the presence and purpose of the award and solicit nominations for its recipient.
        ii. Gathering information about all nominees sufficient to making an informed decision.
        iii. Recommending a winner of the award to the Student Union Senate, for its approval, no later than the second-to-last meeting of its term.
    e. The winner of the "Michael J. Palumbo Award" each year:
        i. Shall be informed of his or her selection and be issued a certificate of accomplishment.
        ii. Shall have his or her name engraved on the award's commemorative plaque which hangs in the Student Government Office.

Section IV: Meetings and Procedures

1. The Senate shall meet at least every week from April 1 to March 31 during the regular academic school year at a reasonable time and campus location determined by the Chairperson.
2. Any five members of the Senate possess the power to call a meeting with 48 hours written notice.
3. No business shall be conducted in the Senate unless a quorum is present. A quorum exists when 3/4 of the voting members are present. The Chairperson shall not be counted in the quorum. A member represented by proxy shall not be counted in the quorum.
4. The Senate shall present bylaws by May 1 to establish the operational procedures including but not limited to attendance and tardiness policies necessary for the Senate to carry out its constitutional duties. These bylaws must be approved by the organization's Student Activities Office advisor and presented to the Student Union Ethics Committee.
5. Attendance at meetings of the full Senate is mandatory for Senate members and committee chairs. Permission for an absence must be obtained from the Chairperson.

a. The Senate Committee chairs and the Student Union Secretary are responsible for taking attendance at their respective meetings and will use their own discretion to mark absences.
b. A tardy is marked as more than ten minutes late for a meeting and three tardies are counted as one absence.
c. The Senate Committee Chairs or the Student Union Secretary will notify the Student Union Ethics Committee when a Senator has reached three unexcused absences for the full Senate meeting or three unexcused absences for a Senate committee meeting. An absence is deemed unexcused when you have not obtained consent from the chair. The chair should be notified at least twenty-four hours in advance.
d. The Student Union Ethics Committee will alert in writing the Senator when he or she has reached three unexcused absences.
e. After four unexcused absences have been reported by the Student Union Secretary or by Senate Committee Chairs to the Student Union Ethics Committee, the Student Union Ethics Committee will conduct a hearing to judge if a bill of impeachment is necessary due to the Senator's negligence.
f. Excessive excused absences are unacceptable and will result in a referral to the Student Union Ethics Committee by the Senate Chairperson for review.
g. If the Student Union Ethics Committee finds that the Senator should be removed from office due to their behavior, a bill of impeachment will be brought before the full Senate at the next meeting.

6. After an individual has been impeached by the Senate, a hearing shall be conducted at the next regular meeting of the Senate or one academic school week, whichever is later, after impeachment. A hearing must be conducted before the vote of removal may be taken.
7. In the event of the absence of the Chairperson, the Senate shall elect an acting chairperson from its voting membership present at that meeting.
8. The Chairperson shall establish the agenda in conjunction with the Executive Policy Board.
9. Any member of the Senate shall possess the right of agenda.
10. All meetings of the Senate shall be open to the public. The Senate may close a meeting with a two-thirds vote.
11. Only voting members of the Senate may make motions.
12. Committee chairs of the Senate shall have speaking privileges.
13. The person who authors or presents a bill to the floor of the Senate shall be allowed to remark an unlimited number of times in debate, unless otherwise instructed by the Senate chair.
14. Except when expressly noted in the Constitution and its Bylaws, all votes taken in the Senate shall be taken from the voting membership present at a meeting, provided there is a quorum, and not necessarily from the entire voting membership of the Senate.
15. Proxy
    a. In the event that a member of the Senate should be absent from a meeting, that member may leave a proxy with any voting member of the Senate.
    b. The proxy shall contain the measure that is to be acted upon as well as the vote the member would like to cast on that measure.
    c. The proxy must be signed in order to be valid.
    d. If the measure the proxy pertains to is significantly altered, as determined by the Chairperson, then the proxy will become invalid unless stipulations were made on the proxy for the alterations.
    e. Any proxy shall be submitted to the Chairperson prior to the meeting and added to the meeting's official records.
16. If meetings are closed, distribution of the minutes shall be restricted to members of the Senate. Minutes shall present non-biased and comprehensive documentation of all business that occurs at the meetings.
17. If a meeting is closed to a specific member of the Senate, as designated by the Senate, that member is not eligible to receive the minutes of that closed meeting.

18. All resolutions that are brought before the Senate and did not originate in a Senate committee must be referred to an appropriate Senate committee by the chairperson. The resolution may only be referred to one committee. This committee then may deem the measure appropriate for review and debate by the full Senate. A simple majority vote of the Senate may bring a resolution to the floor of the full body regardless of committee approval. In the committee the measure is reviewed, studied, and rewritten in a manner in which the committee feels accurately reflects the intentions of the resolution and then is reported back to the full Senate within two academic weeks. If the original Senator who proposed the measure feels that the resolution has been significantly altered, the Senator may bring the unaltered measure to the floor by a simple majority vote of the Senate. If the committee does not report back within two academic weeks, the original resolution can be brought back to the floor.
19. A presented amendment may not be acted upon by the Senate without at least three days previous notice.
20. The Senate shall create any Standing Rules by a simple majority vote.

Section V: Committees

1. The Committee on Gender Relations shall address undergraduate student needs concerning issues of gender and the development of women's resources and make appropriate recommendations to the Senate.
2. The Committee on Diversity Affairs shall address issues of multiculturalism and diversity and make appropriate recommendations to the Senate. In order to accomplish this goal, the Chair(s) of the Committee on Diversity Affairs must attend the monthly Diversity Council of Notre Dame (DCND) meetings. They must also have a meeting with the Director of Multicultural Student Programs and Services (MSPS) once monthly.
3. The Committee on Academic Affairs shall address undergraduate student needs as they relate to the academic affairs of the university and make appropriate recommendations to the Senate. The Academic Delegate shall serve as a non-voting member of the Academic Affairs Committee.
4. The Committee on University Affairs shall address concerns and issues pertinent to the mission of the University of Notre Dame. This Committee shall make appropriate recommendations to the Senate.
5. The Committee on Residence Life shall address undergraduate student needs in all areas of residence life and make appropriate recommendations to the Senate.
6. The Committee on Oversight shall monitor the transition, internal review, and overall process of the Student Union as outlined in this Constitution and make appropriate recommendations to the Senate.
7. Committee membership and size shall be determined at the discretion of the Chairperson of the Senate.
    a. Each Senator shall serve on at least two committees of the Senate unless the Senator is a Senate representative to the Campus Life Council or Council of Representatives, in which case the Senator is only required to serve on one committee.
    b. Senators serving on both the Campus Life Council and Council of Representatives will still be required to serve on at least one standing committee.
    c. Committee chairs shall not be required to serve on committees other than the one they chair.
    d. The Student Body President may appoint members to each committee via application to the Student Body President. These appointed committee members will not be able to make motions or vote at general Senate meetings.
    e. Committee membership shall also be open to the entire student body. Any volunteers to Senate committees shall not have voting privileges at general Senate meetings.
8. Ad Hoc Committees
    a. The Student Body President may create ad hoc committees addressing special student interests as long as one senator agrees to sit on that committee.

b. The Student Body President shall nominate a chairperson for each ad hoc committee.
c. The Student Body President may disband any ad hoc committee at any given time.

9. The appointed chairpersons of the six standing Senate committees and any Ad Hoc committee chairpersons shall also be members of the Executive Policy Board.
10. All standing and ad hoc committees shall meet at least once every two weeks during the regular academic year.

Section VI: External Requests

1. The Director of Student Activities shall serve as or designate an advisor to the Senate.
2. Council of Representative members shall report to the Senate and its committees as requested.
3. The Student Union Treasurer shall submit all necessary financial information to members of the Senate by November 30 and as requested by the Senate.

Section VII: Transition

1. The Senate shall hold an informational meeting for those seeking office in the Student Union Senate as his or her dorm's elected representative at least two weeks prior to the election day established by the Judicial Council.
   a. The meeting shall seek to inform prospective senators about:
      i. The role and importance of the Student Union Senate.
      ii. The commitments, time and otherwise, which senators are expected to make.
      iii. Election regulations.
   b. This meeting shall be coordinated by the Senate Committee on Oversight.
2. Incoming Senators, following their election, but prior to taking office, shall attend training sessions to prepare them for their term in office.
   a. These sessions shall include, but not be limited to, the following topics:
      i. An overview of the Student Union
      ii. The role of the Senate, it duties, and committee structure.
      iii. The Board of Trustees Report.
      iv. Robert's Rules of Order
   b. These training sessions shall be coordinated by the Senate Committee on Oversight.
3. Newly elected Senators shall attend all sessions of the outgoing Senate held after the incoming Senate's election date.
4. Each Senator shall meet with the newly elected Senator from his/her respective dormitory to explain at least the following: recent business, purpose of the Senate, responsibilities of the position, and the role of the Senate in the Student Union.
5. The Chairperson, Parliamentarian, and Secretary shall each meet with the new Chairperson, Parliamentarian, and Secretary to explain their role in the Student Senate.
6. Each chairperson of the outgoing Student Senate Standing Committees shall come to the first meeting of the incoming Student Senate to address the Senate on the purpose of the committee each chaired.
7. One Senate member will be selected from the outgoing Academics, Diversity, Ethics, Gender, Residence Life, and University Affairs Committees to remain as an advisory member of each respective committee. The suggested transition period will be until the third meeting of the fall, but may be terminated at an earlier time by the joint discretion of the new Committee Chair and advisory member.
8. Each outgoing Committee Chairperson shall attend the first meeting of his/her committee to help the incoming committee establish its goals, priorities and pick a chairperson. Each chairperson shall also

submit a written report to the committee detailing the work-in-progress, work accomplished and responsibilities of the committee.

9. Before an incoming senate conducts any business at its first meeting, the chairman shall ask all senators to raise their right hands and repeat the following Oath of Office:

> I, (name of senator), do solemnly swear that I will faithfully execute the office of student Senator of the University of Notre Dame du Lac; that I will bear true allegiance to the same; that, exercising my highest ethic, will to the best of my ability preserve, protect, and defend the Constitution of Undergraduate Student Body; that I take this obligation freely; and, that I will well and faithfully discharge the duties of the office on which I am about to enter.

10. All new senators entering office in April shall attend a Celebrating Diversity Workshop as coordinated by the Senate Committee on Diversity Affairs. This event is mandatory for all senators and shall take place in April. If there is enough interest, the Diversity Committee may plan another Celebrating Diversity workshop later in the term.

Section VIII: Election Appeals

1. In the event of an appeal of an Elections Committee decision, in accordance with the Elections Bylaws, the Senate shall convene within 48 hours to hear the appeal.
2. All appeals must be filed no later than 36 hours after the Judicial Council hearing took place.
3. Appeal Process
   a. The Executive Committee of the Judicial Council shall be represented by the Judicial Council President or the Vice-President of Elections, who shall speak first to the Senate, stating the candidate's infraction, the Executive Committee's deliberations, and the verdict rendered.
   b. The Candidate(s), or a chosen representative, shall then state his or her case for an appeal.
   c. Time shall be allowed for both sides to respond to the claims of the other.
   d. The Senate may ask any questions of either party, or request the presence of any other relevant third-person(s) for questioning.
4. Motions to overturn the decision of the Executive Committee, or to reduce, increase, or change the imposed penalty, shall require a two-thirds vote of the Senate.
5. The Senate shall issue a brief explanation of its decision in writing to the Judicial Council via the Executive Liaison.
6. The decision of the Senate is final.
7. If quorum cannot be established to hear the appeal, or a decision is not reached during the convened meeting, the decision of the Executive Committee shall stand.

ARTICLE VII: STUDENT UNION BOARD

Section I: Composition

1. Student Union Board Directors
   a. The Student Union Board Directors shall be composed of SUB Manager, the SUB Director of Programming, the SUB Director of Operations, the SUB Director of Publicity, and the SUB Controller.
   b. The Student Union Board Directors Meetings shall be chaired by the SUB Manager.
   c. The SUB Directors shall be approved by the Council of Representatives.
   d. The SUB Directors shall provide overall direction and guidance to ensure consistency, coordination, and quality in all SUB events and activities.
   e. The SUB Directors shall determine all SUB policies and maintain current records of these policies.
   f. The incoming SUB Directors shall select the programming division heads prior to April 1 of each year.
2. The Director of Student Activities shall designate an advisor to SUB. The advisor shall serve as a non-voting member of the SUB Directors.
3. Student Union Board Manager
   a. The Student Union Board Manager shall serve as the undergraduate student body coordinator and supervisor of all phases of the operation of SUB.
   b. The Student Union Board Manager shall serve as a voting member on the Campus Life Council and the Council of Representatives.
   c. The Student Union Board Manager shall develop, submit, and present a budget proposal for SUB to the Financial Management Board for the annual allocation meeting with the assistance of the SUB Controller
   d. The Student Union Board Manager shall assist the Student Body President in the development, submission, and presentation of a budget proposal for SUB's Presidential Division to the Financial Management Board for the annual allocation meeting with the assistance of the Student Body Vice-President and the SUB Controller
   e. The Student Union Board Manager shall sit on the Executive Programming Board
   f. The Student Union Board Manager may reject any program, including those of the Presidential Division, if it comes into conflict with the mission and/or bylaws of SUB or this Constitution.
4. SUB Director of Programming
   a. The Director of Programming shall oversee, direct, and facilitate the planning and coordination of all commissions and programs.
   b. The Director of Programming shall assess undergraduate student needs and ensure that all SUB programs are consistent with these needs.
   c. The Director of Programming shall sit on the Executive Programming Board.
5. SUB Director of Operations
   a. The Director of Operations shall oversee internal and external communications including, but not limited to, SUB's internal newsletter and press releases.
   b. The Director of Operations shall oversee and revise the office policies.

c. The Director of Operations shall oversee the maintenance of the office and the morale, retention, and recruitment of SUB membership.
d. The Director of Operations shall maintain a written record of all business of SUB. These records shall include, but not be limited to, agendas and minutes of meetings, office hour schedules, mailing lists, and phone numbers. All records shall be available to undergraduate students upon request.

6. SUB Director of Publicity
   a. The Director of Publicity shall ensure that the undergraduate student body is effectively informed of all SUB programs.
7. SUB Controller
   a. The Controller shall maintain an accurate and timely record of all income and expenses of SUB.
   b. The Controller shall approve all transactions of SUB and submit requests to the Office of the Student Union Treasurer.
   c. The incoming Controller shall assist the Student Union Board Manager in the development, submission, and presentation of the budget proposal for SUB to the Financial Management Board for the annual allocation meeting.
   d. The Controller shall assist the Student Body President in the development, submission, and presentation of a budget proposal for SUB's Presidential Division to the Financial Management Board for the annual allocation meeting with the assistance of the Student Body Vice-President and the Student Union Board Manager.
   e. The Controller shall sit on the Financial Management Board.
8. Dorm Representatives
   a. Each dorm shall elect one person to represent his or her dorm's interests to the Student Union Board.
   b. These elected officials shall serve on at least one committee and there shall be at least one elected dorm representative on each SUB division as determined by the Student Union Board Manager.
   c. Dorm representatives will be in charge of the distribution of approved SUB publicity within his or her own dorm.
   d. Dorm representatives must attend hall council.
9. Appointed Programming Division Heads
   a. The SUB Directors shall select, via application and interview, all programming division heads.
   b. All programming division heads shall only chair one division as determined by the SUB Directors.
   c. Appointed programming division heads shall also assist in the recruitment of volunteer members for their division.
   d. Appointed programming division heads shall also assist with the distribution of approved SUB publicity within his or her own dorm.

Section II: Purpose and Duties

1. SUB shall enhance undergraduate student life by providing undergraduate student services and social, intellectual, and cultural opportunities that respond to the needs and wants of the undergraduate student body in the most efficient manner available.
2. SUB shall present bylaws by May 1 to establish the operational procedures including, but not limited to, attendance and tardiness policies necessary for SUB to carry out its constitutional duties. These bylaws must be approved by the organization's Student Activities advisor and presented to the Student Union Ethics Committee.
3. All members of SUB shall serve a one-year term beginning April 1.

Section III: Divisions

1. The Student Union Board Manager and the Director of Programming shall create divisions to fulfill the diverse programming needs of SUB as outlined in Section II.
2. The membership of each division shall consist of at least one programming division head and at least one member of the elected dorm representatives. The divisions shall be open to student volunteers as determined by the SUB Directors.
3. The Student Union Board Manager shall select the chairs of all SUB divisions with the exception of the chair of the Presidential Division.
4. The Presidential Division
    a. The Presidential Division shall be the only constitutionally mandated SUB committee.
    b. The Presidential Division shall program events as determined by the Student Body President and the chairperson of the committee.
    c. The Presidential Division shall be subject to all SUB bylaws.
    d. The chairperson of this division shall be appointed by the Student Body President.
    e. The budget for this division shall be proposed by the Student Body President to the FMB.
    f. Money allocated to this division by the FMB shall be added to the SUB budget as a line item and shall be overseen by the SUB controller
    g. Membership of this division shall be chosen by the SUB Directors.
    h. At least two elected dorm representatives shall serve on this division.
    i. Any events programmed by this division shall be advertised as being programmed by SUB and the Student Body President.

Section IV: SUB Directors Selection Committees

1. Selection Committee for Student Union Board Manager
    a. The Student Union Board Manager Selection Committee shall be composed of the incoming Student Body President, incoming Student Body Vice-President, outgoing SUB Manager, outgoing SUB Director of Programming and the Director of Student Activities Office. The Director of Student Activities shall cast a vote in the event of a tie.
    b. In the event the Student Union Board Manager is reapplying, the Student Union Board Manager shall not sit on the Selection Committee for his/her position. A non returning SUB Directors member shall instead serve and vote during the Student Union Board Manager's selection.
    c. The Selection Committee shall nominate and present the new Student Union Board Manager by the first meeting of the Council of Representatives in March. The Council of Representatives shall review and approve this nomination.
2. Selection Committee for SUB Director of Programming, SUB Director of Operations, SUB Director of Publicity, and the SUB Controller.
    a. This selection committee shall be composed of the outgoing Student Union Board Manager, incoming Student Union Board Manager, outgoing SUB Director of Programming, a non returning member of the SUB Directors, the incoming Student Body President, and the Director of Student Activities. The Director of Student Activities shall cast the deciding vote in the event of a tie.
    b. In the event that a person up for nomination is also on the Selection Committee, that person shall not sit on the Selection Committee. Instead, a comparable non-returning SUB Directors member shall sit in his/her place.

c. The Selection Committee shall nominate and present the new SUB Directors to Council of Representatives by March 15. The Council of Representatives shall review and approve all nominations.

ARTICLE VIII: HALL PRESIDENTS' COUNCIL

Section I: Composition

1. The Hall Presidents' Council shall be composed of, but not limited to, the Hall President from each campus undergraduate residence hall, the two Hall Presidents' Council Co-Chairs, and the Hall Presidents' Council Treasurer. Each undergraduate residence hall shall have one vote.
2. Hall Presidents' Council Co-Chairs
   a. The outgoing Hall Presidents' Council shall elect two members to serve as Co-Chairs for the following year prior to the third Friday in March of each year.
   b. The Hall Presidents' Council Co-Chairs shall serve a one-year term beginning April 1 of the year elected.
   c. The Hall Presidents' Council Co-Chairs shall serve as chairpersons of the Hall Presidents' Council and ensure its efficient and effective operation.
   d. One Hall Presidents' Council Co-Chair will serve as a voting member on the Campus Life Council.
   e. One Hall Presidents' Council Co-Chair will serve as a voting member on the Council of Representatives.
   f. Both Hall Presidents' Council Co-Chairs shall attend all Executive Programming Board meetings.
   g. The incoming Hall Presidents' Council Co-Chairs shall develop, submit, and present a budget proposal to the Financial Management Board for the annual allocation meeting in accordance with the priorities set by the Hall Presidents' Council Executive Cabinet.
   h. The Hall Presidents' Co-Chairs shall nominate administrative assistants at their discretion with the approval of the Hall Presidents' Council.
   i. The Hall Presidents' Council Co-Chairs shall perform other duties as the Hall Presidents' Council may determine. Additions to Constitutional duties may be appealed to the Senate and approved by a two-thirds vote of all Senate members.
3. Hall Presidents' Council Treasurer
   a. The Hall Presidents' Council Treasurer shall be nominated by the Co-Chairs by the beginning of each term and approved by the Hall Presidents' Council.
   b. The Hall Presidents' Council Treasurer shall maintain an accurate and timely record of all income and expenses of the Hall Presidents' Council.
   c. The Hall Presidents' Council Treasurer shall approve all transactions of the Hall Presidents' Council and submit requests to the Office of the Student Union Treasurer.
   d. The Hall Presidents' Council Treasurer shall sit on the Financial Management Board.
4. Hall Presidents' Council Athletic Chair
   a. The Hall Presidents' Council Athletic Chair shall be nominated by the Co-Chairs by the beginning of each term and approved by the Hall Presidents' Council.
   b. The Hall Presidents' Council Athletic Chair shall fulfill the responsibilities of coordinating undergraduate residence hall concession stands.
   c. The Hall Presidents' Council Athletic Chair shall fulfill the responsibilities of coordinating pep rally hosts.

Section II: Purpose

1. The Hall Presidents' Council shall serve as an information disseminating body, provide a forum for members to discuss common matters of residentiality, and coordinate programming among University undergraduate residence halls. The Hall Presidents' Council shall promote the well-being of the undergraduate student body by working for the betterment of undergraduate residential life.

Section III: General Provisions

1. The Director of Student Activities shall designate an advisor to the Hall Presidents' Council.
2. The HPC shall present bylaws by May 1 to establish the operational procedures including but not limited to attendance and tardiness policies necessary for the HPC to carry out its constitutional duties. These bylaws must be approved by the organization's Student Activities advisor and presented to the Student Union Ethics Committee.

ARTICLE IX: CLUB COORDINATION COUNCIL

Section I: Composition

1. Club Coordination Council President
   a. The Club Coordination Council President shall be elected by a majority vote of the outgoing Club Coordination Council prior to the first Senate meeting in March of each year.
   b. The Club Coordination Council President shall serve a one-year term beginning April 1 of the year elected.
   c. The Club Coordination Council President shall serve as chairperson of the Club Coordination Council to ensure its efficient and effective operation.
   d. The Club Coordination Council President shall attend all Council of Representatives meetings as a voting member.
2. Club Coordination Council Representatives
   a. The Council Representatives shall be elected by the undergraduate club presidents of each division prior to February 1.
   b. Any active club member or current Council Representative shall be eligible to serve as a Council Representative.
   c. The term for Council Representatives shall last from February 1 of the year elected to May 1 of the following year.
   d. The Council Representatives shall monitor the activity of their division clubs and ensure adherence to Club Council Bylaws and Senate policies.
3. The Club Coordination Council shall be composed of, but not limited to, three representatives from each of the six divisions of club programming. Each Club Council Representative shall have one vote.
4. The six club divisions shall be designated Academic, Athletic, Cultural, Performing Arts, Social Service, and Special Interest.

Section II: Purpose & Duties

1. The Club Coordination Council shall disseminate information concerning undergraduate club issues and activities, recommend funding allocations for all undergraduate clubs, serve as a representative of all undergraduate clubs, and coordinate cohesive club programming
2. The CCC shall present bylaws by May 1 to establish the operational procedures including, but not limited to, attendance and tardiness policies necessary for the CCC to carry out its constitutional duties. These bylaws must be approved by the organization's Student Activities advisor and presented to the Student Union Ethics Committee.

ARTICLE X: CLASS COUNCILS

Section I: Composition

1. Sophomore, Junior, and Senior Class Officers
   a. The Sophomore, Junior, and Senior undergraduate classes shall be represented by four class officers elected by their respective class members in a campus-wide vote prior to the third day of March of each year.
   b. Sophomore and Junior Class Officers shall serve a one-year term beginning April 1 of the year elected.
   c. The Senior Class Officers shall come into office on April 1 of the year elected and shall serve in those positions up until the class's five year reunion.
   d. The Sophomore, Junior, and Senior Class Officers shall ensure the efficient and effective operation of the class councils.
2. Freshman Class Council
   a. The Freshman Class Council shall be composed of a representative from each undergraduate residence hall.
   b. The Freshman Class Council Representatives shall serve until April 1 of the academic year of their selection.
   c. The Freshman Class Council Representatives shall elect a President, Vice-President, Treasurer, and Secretary by October 15 of the year of their selection.
   d. The President shall ensure the efficient and effective operation of the Freshman Class Council.

Section II: Purpose

1. The class councils shall promote the well-being of their respective classes by sponsoring functions that promote unity among class members.

Section III: General Provisions & Duties

1. The Director of Student Activities shall designate an advisor to each class.
2. All class Presidents shall attend weekly Council of Representatives meetings and serve as a voting member.
3. All class Vice-Presidents shall attend the weekly Executive Programming Board meetings.
4. The Sophomore, Junior, and Senior Class Officers shall select class council members at their own discretion.
5. The incoming Sophomore, Junior, and Senior Class Treasurers shall each develop, submit, and present a budget proposal for his/her respective class council to the Financial Management Board for the annual allocation meeting.
6. The Freshman, Sophomore, Junior, and Senior Class Treasurers shall represent the class councils on the Financial Management Board.

7. The Sophomore Class Officers shall nominate a student Sophomore Class Advisor to assist the Freshman Class Council and ensure its efficient operation prior to September 15. The Council of Representatives shall review and approve this nomination.
8. The Sophomore, Junior, and Senior Class Officers shall present bylaws by May 1 to establish the operational procedures including but not limited to attendance and tardiness policies necessary for their class councils to carry out its constitutional duties. These bylaws must be approved by the organization's Student Activities Advisor and presented to the Student Union Ethics Committee. The Freshman Class Council shall create bylaws if instructed by their advisor. These bylaws must be approved by the organization's Student Activities advisor.

ARTICLE XI: OFF-CAMPUS COUNCIL

Section I: Composition

1. Off-Campus President
   a. The Off-Campus President shall be elected by the students who will reside off-campus prior to the third Friday in March of each year.
   b. The Off-Campus President shall serve a one-year term beginning April 1 of the year elected.
   c. The Off-Campus President shall ensure the efficient and effective operation of the Off-Campus Council.
2. Off-Campus Vice-President
   a. The Off-Campus Vice-President shall be elected by the students who will reside off-campus prior to the third Friday in March of each year.
   b. The Off-Campus Vice-President shall serve a one-year term beginning April 1 of the year elected.
3. Off-Campus Senator
   a. The Off-Campus Senator shall be elected by the students who will reside off-campus prior to the third Friday in March of each year.
   b. The Off-Campus Senator shall serve a one-year term beginning April 1 of the year elected.
4. Off-Campus Student Union Board Representative
   a. Off-Campus Student Union Board Representative shall be elected by the students who will reside off-campus prior to the third Friday in March of each year.
   b. The Off-Campus Student Union Board Representative shall serve a one-year term beginning April 1 of the year elected.

Section II: Purpose

1. The Off-Campus Council shall promote the well-being of off-campus students by sponsoring functions and disseminating information to off-campus students.

Section III: General Provisions & Duties

1. The Director of Student Activities shall designate an advisor to the Off-Campus Council.
2. The Off-Campus Presidents shall develop, submit, and present a budget proposal for the Off-Campus Council to the Financial Management Board for the annual allocation meeting in accordance with the priorities set by the Executive Cabinet.
3. The Off-Campus President shall represent the Off-Campus Council on the Financial Management Board.
4. The Off-Campus President shall represent the Off-Campus Council on the Council of Representatives.
5. The Off-Campus President shall select Off-Campus Council members at their own discretion.
6. The Off-Campus President shall present bylaws by May 1 to establish the operational procedures including but not limited to attendance and tardiness policies necessary for the Off-Campus Council

to carry out its constitutional duties. These bylaws must be approved by the organization's Student Activities Office Advisor and presented to the Student Union Ethics Committee.

7. The Off-Campus Student Union Board Representative shall sit on the Student Union Board.
8. The Off-Campus Vice-President shall attend all Executive Programming Board meetings.
9. The Off-Campus President and Vice-President shall be elected on the same ticket.
10. The Off-Campus Senator shall be elected on a separate ticket.
11. The Off-Campus Student Union Board Representative shall be elected on a separate ticket.

ARTICLE XII: FINANCIAL MANAGEMENT BOARD

Section I: Composition

1. The Financial Management Board shall be composed of the Student Union Treasurer, the Policy Branch Controller, the SUB Controller, the Hall Presidents' Council Treasurer, the Club Coordination Council Controller, all Class Treasurers (the Freshman Class Treasurer shall join the Financial Management Board once elected), the Off-Campus President, and two Senators. The above members shall each have one vote. In addition the Director of Student Activities shall designate a non voting advisor to the Financial Management Board.
2. Student Union Treasurer
    a. The outgoing Student Union Treasurer shall nominate one of the Assistants to the Student Union Treasurer as a replacement prior to third Thursday in February of each year.
    b. The Student Union Treasurer shall serve a one-year term beginning March 1 of the year nominated.
    c. The Student Union Treasurer shall maintain an accurate and timely record of all finances of the Student Union.
    d. The Student Union Treasurer shall serve as chairperson of the Financial Management Board and ensure its efficient and effective operation.
    e. The Student Union Treasurer shall disburse all undergraduate student organization funds and ensure that all clubs and organizations receiving undergraduate student organization funds adhere to the fiscal policy established by the Senate.
    f. The Student Union Treasurer has the power to freeze the funds of any account which exceeds its budget allocation.
    g. The Student Union Treasurer shall develop, submit, and present a budget proposal for the Office of the Student Union Treasurer to the Financial Management Board for the annual allocation meeting.
3. Assistants to the Student Union Treasurer
    a. At least two Assistants to the Student Union Treasurer shall be presented to the Council of Representatives by the first meeting in April of each year by the incoming Student Union Treasurer. The Assistants shall be approved by the Council of Representatives.
    b. Assistants to the Student Union Treasurer shall serve a one-year term beginning April 1 of the year nominated.
    c. Assistants to the Student Union Treasurer shall assist the Student Union Treasurer in the performance of duties related to the Office of the Student Union Treasurer.
    d. Assistants to the Student Union Treasurer shall serve as non-voting members on the Financial Management Board.
        i. One Assistant to the Student Union Treasurer shall serve as a liaison to the Business Board.
        ii. One Assistant to the Student Union Treasurer shall serve as a liaison to the Shirt Project.
    e. Assistants to the Student Union Treasurer shall perform other duties as the Student Union Treasurer may determine.

Section II: Meetings and Procedures

1. The Financial Management Board shall meet at least once every two weeks from April 1 to March 31 during the regular academic school year at a reasonable time and campus location determined by the Student Union Treasurer.
2. No business shall be conducted unless a quorum is present.
3. The Financial Management Board shall present bylaws by May 1 to establish the operational procedures including, but not limited to, attendance and tardiness policies necessary for the FMB to carry out its constitutional duties. These bylaws must be approved by the organization's Student Activities advisor and presented to the Student Union Ethics Committee.
4. Financial Management Board meetings shall be open to the public as a general rule; however, the Student Union Treasurer reserves the right to close the meeting at any time deemed appropriate.
5. The Assistants to the Student Union Treasurer shall take minutes at Financial Management Board meetings on an alternating basis. These minutes will be publicly available to the Student Body with stipulations.
6. In the event that a member of the Financial Management Board should be absent from a meeting, that member may leave a signed proxy with any member of the Board. If the measure the proxy pertains to is significantly altered during the meeting, as determined by the Student Union Treasurer, then the proxy will become invalid unless stipulations were made on the proxy for alterations.
7. The Financial Management Board shall conduct hearings throughout the academic year for additional funding requests from contingency and carry forward funds.
8. The Financial Management Board shall conduct one formal review of allocations by February 1 of each year.
9. Annual Allocation Hearing
    a. The Student Union Treasurer shall distribute documentation detailing budget proposal requirements, allocation hearing deadlines, and Senate fiscal policies to each member of the Financial Management Board and one representative from each organization seeking funds prior to the allocation hearing.
    b. The Student Union Treasurer shall establish a reasonable time and date for the submission of budget proposals.
    c. The Student Union Treasurer shall conduct one formal meeting with a representative from each organization seeking funds prior to submission of budget proposals.
    d. The incoming Student Union Treasurer shall chair the annual allocation hearing.
    e. Budget proposals shall be presented by incoming officers and organization representatives.
    f. The outgoing members of the Financial Management Board shall recommend an appropriate allocation of funds to the Council of Representatives in April of each year. These allocations shall be approved by the incoming Council of Representatives.
    g. The Student Union Treasurer shall communicate all allocation awards and restrictions on fund usage for the following fiscal year in writing to each organization prior to the end of the academic year.
    h. Appeals of annual allocation awards must be submitted in writing to the Student Union Treasurer no later than September 30 of each year.
10. The records of the Student Union Treasurer shall be available for undergraduate student inspection upon request.

Section III: Powers and Duties

1. The Financial Management Board shall conduct an annual hearing to ensure the fair allocation of undergraduate student funds. This hearing shall be completed and allocations submitted to the

Council of Representatives for approval at the second Council of Representatives meeting in April of each year.
2. The Financial Management Board shall review budget requests in an efficient and timely manner and make appropriate recommendations to the Council of Representatives.
3. The Financial Management Board shall uphold the Fiscal Policies as outlined in this Constitution.
4. The Financial Management Board shall review fund usage and recommend reallocations to the Council of Representatives at any time during its term.
5. The Financial Management Board shall monitor the financial activity of organizations for misuse of undergraduate student organization funds and violations of written allocations. Any violations may constitute grounds for impeachment by the Senate and/or a freeze of funds.
6. The Financial Management Board may hear appeals of Club Coordination Council and Business Board decisions and reverse such decisions by a two-thirds vote.
7. All decisions made by the Financial Management Board and the Student Union Treasurer may be appealed to the Council of Representatives.

Section IV: Student Businesses

1. The Student Businesses shall provide students with practical experience in a business environment and offer convenient services to the Notre Dame community. The minimum goals of the Student Businesses shall be to break-even after all debts are paid.
2. The Student Businesses shall be composed of the following undergraduate student-operated businesses: Irish Gardens, Adworks, and Dome Designs.
3. Student Business Board
    a. The Student Business Board shall be composed of, but not limited to, the Business Board General Manager, the Irish Gardens Manager, the Adworks Manager, the Dome Designs Manager, and an Assistant to the Student Union Treasurer. The above members shall each have one vote. In addition, the Director of Student Activities shall designate a non voting advisor to the Student Businesses. The advisor shall serve as a non-voting member of the Business Board.
    b. The Student Business Board shall meet at least once each month during the regular academic school year at a reasonable time and campus location determined by the Business Board General Manager.
    c. The Student Business Board shall direct and oversee the daily operations of the Student Businesses.
    d. The Student Business Board shall establish all Student Business policies and maintain a current listing of these policies.
    e. In the absence of the Business Board General Manager, the Business Board shall select an acting chairperson from its voting membership present at that meeting.
    f. The Student Business Board shall maintain a record of all meetings and votes.
    g. All meetings shall be open to the public. The Business Board shall close meetings when discussing personnel matters.
    h. Decisions made by the Business Board may be appealed to the Financial Management Board.
    i. The Student Business Board shall perform other duties as the Financial Management Board may determine.
4. Business Board General Manager
    a. The Business Board General Manager shall be nominated by the outgoing Business Board prior to March 15 of each year and approved by the Council of Representatives.
    b. The Business Board General Manager shall serve a one-year term beginning April 1 of the year nominated.

c. The Business Board General Manager shall serve as chairperson of the Business Board and ensure its efficient and effective operation.
d. The Business Board General Manager shall ensure that the Student Businesses operate according to the policies and guidelines established by the Business Board and the Senate.
e. The Business Board General Manager shall make timely financial reports and information available to the Financial Management Board upon request.
f. The Business Board General Manager shall approve all decisions regarding staffing, inventory, promotion, and other matters directly affecting the financial performance of the Student Businesses
g. The Business Board General Manager shall report to the Financial Management Board on the operational conditions of the businesses at least one time per month.
h. The Business Board General Manager shall submit a written business plan to the Financial Management Board prior to September 1 of each year for approval.
i. The Business Board General Manager shall perform other duties as the Financial Management Board may determine. Additions to Constitutional duties may be appealed to the Senate and approved by a two-thirds vote of all Senate members

5. Business Managers
   a. The Managers of Irish Gardens, Adworks, and Dome Designs shall be nominated by any member of the outgoing Business Board prior to March 15 of each year. These nominations shall be reviewed and approved by the Student Business Board and the Council of Representatives.
   b. The Business Managers shall serve a one-year term beginning April 1 of the year nominated.
   c. The Business Managers shall oversee the daily operations of their respective business and establish their policies.
   d. The Business Managers shall make daily decisions concerning staffing, inventory, and promotion within their respective businesses.
   e. The Business Managers shall operate the businesses according to the policies and guidelines established by the Business Board and the Senate.
   f. The Business Managers shall provide accurate and timely reports to the Business Board General Manager detailing the operational condition of the businesses at least once each month.
   g. The Business Managers shall perform other duties as the Financial Management Board may determine.

Section V: The Shirt Project

1. The Shirt Project shall endeavor to promote a sense of unity among the undergraduate student body and serve as a fund-raiser for undergraduate student organizations and charitable causes.
2. Shirt Project Coordinator
   a. The Shirt Project Coordinator shall be nominated before November 1 each year by the Financial Management Board and approved by the Council of Representatives.
   b. The Shirt Project Coordinator shall oversee the design, marketing, and purchasing aspects of the project.
   c. The Shirt Project Coordinator shall report to the Financial Management Board on the operational conditions of the Shirt Project at least once each month.
   d. The Shirt Project Coordinator shall make timely financial reports and information available to the Senate or Financial Management Board as requested.
   e. The Shirt Project Coordinator shall submit a written business plan to the Financial Management Board prior to production each year for approval.

f. The Shirt Project Coordinator may appoint committees as needed to ensure the efficient administration of the Shirt Project. Committees and membership shall be reviewed and approved by the Financial Management Board.

3. The Director of Student Activities shall designate an advisor to the Shirt Project. The advisor shall assist the Shirt Project Coordinator in all duties, including aspects of design and marketing.
4. The design and color of the Shirt shall be approved by the Financial Management Board prior to production in an efficient and timely manner.
5. The Shirt Project Coordinator and the Student Union Treasurer shall approve all expenditures relating to the Project. Any expenditure over $5000 for the Shirt Project shall be approved by the Financial Management Board in an efficient and timely manner.
6. The Financial Management Board shall review and approve additional Shirt Project committees.

ARTICLE XIII: JUDICIAL COUNCIL

Section I: Composition

1. The Judicial Council shall be composed of, but not limited to, the Judicial Council President, the Judicial Council Vice-President of Elections, the Judicial Council Vice-President of Peer Advocacy, each Hall Election Coordinator, the Student Advocates, and the Student Union Ethics Committee.
2. Judicial Council President
    a. The Judicial Council President shall be nominated before March 15 of each year by the outgoing Judicial Council President and approved by the outgoing Council of Representatives.
    b. The Judicial Council President shall serve a one-year term beginning April 1 of the year nominated.
    c. The Judicial Council President shall serve as chairperson of the Judicial Council and ensure its efficient and effective operation. The Chairperson shall vote when casting a vote affects the result.
    d. The Judicial Council President shall serve as a voting member on the Campus Life Council.
    e. The Judicial Council President shall serve as a voting member on the Council of Representatives.
    f. The Judicial Council President shall nominate the Vice-President of Elections and the Vice-President of Peer Advocacy prior to the end of each regular academic year. The Council of Representatives shall review and approve these nominations.
    g. The Judicial Council President shall serve as the Chairperson of the Student Union Ethics Committee. The Chairperson shall vote when casting a vote affects the result.
    h. The incoming Judicial Council President shall nominate a Parliamentarian to the Council of Representatives at the first Council of Representatives meeting of its term. The Council of Representatives shall review and approve this nomination.
3. Judicial Council Vice-Presidents
    a. The Judicial Council Vice-Presidents shall serve a one-year term following Council of Representatives approval.
    b. The Judicial Council Vice-President of Elections
        i. The Judicial Council Vice-President of Elections shall coordinate the duties of the Hall Election Coordinators and the elections in accordance with the election stipulations in Article XVII of this Constitution.
        ii. The Judicial Council Vice-President of Elections shall sit on the Election Committee of the Judicial Council and serve as its chairperson.
        iii. The Judicial Council Vice-President of Elections shall sit on the Executive Committee of the Judicial Council.
    c. The Judicial Council Vice-President of Peer Advocacy
        i. The Judicial Council Vice-President of Peer Advocacy shall coordinate the duties and training of any selected undergraduate student advocates.
    d. The Judicial Council Vice-Presidents shall perform other duties as the Judicial Council President may determine.

Section II: Powers and Duties

1. The Director of Student Activities shall appoint an advisor to the Judicial Council.
2. The Judicial Council shall promote efforts that will foster greater understanding of University rules, regulations, and disciplinary and judicial procedures.
3. The Judicial Council shall ensure the efficient and effective operation of the Hall Judicial Boards.
4. Election Committee
   a. The Election Committee shall be composed of, but not limited to, one Hall Election Coordinator from each residence hall and the Vice-President of Elections.
   b. Each residence hall shall select its Hall Election Coordinator by election or appointment prior to the end of the fall semester.
   c. The Election Committee shall conduct elections as outlined in Article XVII of this Constitution.
   d. The Vice-President of Elections will serve as the Chair of the Election Committee.
5. Executive Committee
   a. The Executive Committee shall be a component of the Election Committee.
   b. The Executive Committee shall be composed of six members of the Election Committee and a Chair. Four of the six members will be elected by a popular vote taken within the Election Committee, and the two others shall be appointed jointly by the Judicial Council President and Vice-President of Elections.
   c. All members of the Executive Committee are subject to the approval of the Council of Representatives.
   d. The Vice-President of Elections will serve as the Chair of the Executive Committee.
6. Peer Advocacy
   a. The Judicial Council President and Vice-Presidents, in conjunction with the undergraduate student advocates, shall provide assistance to undergraduate students accused of violating University rules and regulations.
   b. The Judicial Council shall interview and select undergraduate student advocates at its discretion.
7. The Judicial Council shall present bylaws by May 1 to establish the operational procedures including but not limited to attendance and tardiness policies necessary for the Judicial Council to carry out its constitutional duties. These bylaws must be approved by the organization's Student Activities advisor and presented to the Student Union Ethics Committee.

Section III: Meetings and Procedures

1. The Judicial Council President and Vice-Presidents shall meet at least once each month, during regular academic school year, at a reasonable time and campus location determined by the Judicial Council President.

2. The Judicial Council President shall call full meetings of the Judicial Council when necessary.

3. The Vice-President of Elections shall call meetings of the Hall Election Coordinators when necessary.

4. The Vice-President of Peer Advocacy shall call meetings of the undergraduate student advocates when necessary.

Section IV: Specific Duties

1. The incoming Judicial Council President shall develop, submit, and present a budget proposal for the Judicial Council to the Financial Management Board for the annual allocation meeting.

2. The responsibilities of the Executive Committee shall include (but are not limited to) the administration of the functional aspects of elections, including ballot distribution, debates, propaganda and overseas (abroad) voting. The members of the Election Committee are responsible for distributing election information and guidelines to the Hall Councils, monitoring ballot stations, and administering awareness for the rules of elections within their Hall.

3. The President of the Judicial Council shall serve an Executive Liaison. The Executive Liaison will serve as a non-voting advisor to the Executive Committee. The responsibilities of the Liaison include informing the Senate on election matters discussed within Judicial Council and vice versa. More specifically, these include notifying the Senate of any and all allegations brought to hearing, briefing the Senate on the process of a hearing in the event of an appeal, informing Judicial Council for a change in the implementation of sanctions, and relaying the progress of elections.

4. The Executive Liaison of the Senate to the Judicial Council shall work with the Executive Liaison of the Judicial Council to the Senate to ensure communication between the two groups.

Section V: Hearings

1. All allegations of election misconduct are to be submitted to the Vice-President of Elections. All potential violations must be reported within 48 hours of the time committed.
   a. The Vice-President must then call together the members of the Election Committee to review the allegation
   b. The Election Committee must obtain quorum (21 of 27 members excluding the Chair) to vote on the merit of the allegation.
      i. If, by a majority vote, the Election Committee finds that the allegation presented has merit and may result in a potential sanction of a candidate or ticket, the allegation will receive a hearing.
      ii. If the Election Committee fails to find, by majority vote, that the allegation has merit, the process is terminated and no further action is taken in response to the allegation.
      iii. In the event of a tie, the Vice-President will vote.
   c. The Vice-President shall call a hearing.
      i. The Executive Liaisons must be present before the hearing may proceed.
      ii. The hearing will be conducted in the presence of the Executive Committee.
      iii. The Vice-President will present the allegation.
      iv. The accused will be permitted to speak and call witnesses in his defense as well as the accusing party.
      v. Where not outlined in the Constitution Bylaws, the hearing shall follow the procedure outlined in Robert's Rules of Order.
   d. The Executive Committee, including the Chair and Executive Liaisons, will then meet in a private forum for discussion and debate.
      i. The Executive Committee will vote whether the campaign/candidate/ticket in question is in violation of election or campaign rules.
      ii. If a violation has occurred, the Executive Committee shall determine appropriate sanctions and/or penalities.
      iii. Both votes require a majority of the six members of the Executive Committee. In the event of a tie, the Chair will vote.

e. All verdicts, motions, votes, and decisions are to be recorded by the Executive Liaisons for purposes of notification and appeals.
f. The Vice-President shall issue a written decision on behalf of the Judicial Council to be released to campus media.
g. This allegation review and hearing process must be completed within 36 hours of the report of the allegation.
h. No new allegations will be reviewed and/or heard for any reason later than two days following the date of the election.
i. In the event that the full Election Committee has not yet been assembled at the time of an allegation, the President and Vice-President of Elections shall issue a decision and appropriate sanctions based on their judgement of the facts of the allegation.

2. A sanctioned campaign/candidate/ticket may appeal directly to the Senate. Appeals of the decision of the Executive Committee must be filed within 36 hours of the hearing.

Section VI: Debates

1. The Election Committee and Judicial Council shall facilitate campus debates for the candidates running for Student Body President and Student Body Vice-President. The debates shall provide interested students and candidates with opportunities to discuss important issues and answer questions and concerns provided by their constituency.

2. In the event of a run-off election, Judicial Council shall host an additional debate between the run-off candidates the day after the primary election.

3. In the event of a run-off re-election, the Judicial Council shall host an additional debate between the run-off re-election candidates on Sunday night preceding the run-off re-election.

Section VII: Student Union Ethics Committee

1. The Ethics Committee shall conduct hearings according to the Student Union constitution, its bylaws, and guidelines adopted by the Senate and the other Student Union organizations, including, but not limited to Financial Management Board, SUB, Hall President's Council, Class Councils, Council of Representatives and Judicial Council, and shall make recommendations to the Senate or the appropriate University offices in the event of misuse of undergraduate student organization funds or misconduct of undergraduate student organizations and their members.
2. One member of each of the following groups shall be chosen at random to serve on the Student Union Ethics Committee
   a. Each Class Council's Officers
   b. Student Union Board
   c. Senate
   d. Club Coordination Council
   e. Hall Presidents' Council
   f. Off-Campus Council
   g. The Judicial Council President, who shall chair the committee and shall vote when voting affects the outcome.
3. The Student Union Senate shall honor a member of the Student Union prior to April 1 of each year.

a. The title of the award shall be the "Michael J. Palumbo Award," in honor of its first recipient.
b. The purpose of the award shall be to honor a member of the undergraduate student body for outstanding service and dedication to the Notre Dame Student Union.
c. The recipient of the award must:
    i. Fulfill the purpose of the award, as stated in sub-clause b of this clause.
    ii. Be an undergraduate student at the University of Notre Dame in good standing with the University.
    iii. Have been a member of the Notre Dame Student Union, in any capacity, for at least one academic year.
    iv. Have been nominated for the award by at least one undergraduate student of the University of Notre Dame.
    v. Have performed services so as to greatly further the causes of student government at the University of Notre Dame.
    vi. Have gone beyond the call of duty to show honor and respect for, the Constitution of the Undergraduate Student Body of the University of Notre Dame and its associated bylaws.
    vii. Have demonstrated an outstanding character in the best tradition of the University of Notre Dame and its ideals.
d. The Student Union Ethics Committee shall aid the Student Union Senate in the selection process of the Michael J. Palumbo Award by:
    i. Informing the undergraduate student body of the presence and purpose of the award and solicit nominations for its recipient.
    ii. Gathering information about all nominees sufficient to making an informed decision.
    iii. Recommending a winner of the award to the Student Union Senate, for its approval, no later than the second-to-last meeting of its term.
e. The winner of the "Michael J. Palumbo Award" each year:
    i. Shall be informed of his or her selection and be issued a certificate of accomplishment.
    ii. Shall have his or her name engraved on the award's commemorative plaque which hangs in the Student Government Office.

ARTICLE XIV: REMOVALS, RECALLS, AND VACANCIES

Section I: Impeachment and Removal

1. The Senate may bring bills of impeachment against the Student Body President, the Student Body Vice-President, the Hall Presidents' Council Co-Chairs, the Club Coordination Council President, the Class Officers, the Freshman Class Council Officers, any Senator, and the Off-Campus President for misconduct in office. Signatures of a majority of the members of the Senate on a Bill of Impeachment shall constitute impeachment.
2. A Bill of Impeachment shall cite specific allegation(s) of misconduct. Misconduct shall include disturbance of the peace, incompetent or negligent performance, disregard of the authority of the Student Union, violation of this Constitution or its Bylaws, infringement upon the rights of another, willful injury to the good name of the Student Union, hindrance of the Student Union or any of its agents in legitimate endeavors, intentional mismanagement of undergraduate student funds, conspiracy to commit any of the above, or actions that are deemed unbecoming by the Senate.
3. A two-thirds vote of the entire voting membership of the Senate, supporting the allegations of misconduct as stipulated in a bill of impeachment, shall result in removal from office.
4. Any official appointed and approved by the Council of Representatives not listed in Paragraph 1 of Article XIV, Section I is subject to removal by the Senate with a two-thirds vote for misconduct in office.

Section II: Recall of Elected Officials

1. A petition bearing the valid signatures of 15% of the undergraduate student body currently residing locally shall cause the Senate to hold a campus-wide recall vote for the Student Body President and/or the Student Body Vice-President within two academic weeks of the presentation of the petition.
2. A petition bearing the valid signatures of 20% of a Senator's residence shall cause the Senate to hold a recall election for that Senator within two academic weeks of presentation of the petition.
3. A petition bearing the valid signatures of 20% of a Class constituency currently residing locally shall cause the Senate to hold a recall election for any or all of the Class Officers within two academic weeks of presentation of the petition.
4. A petition bearing the valid signatures of 20% of the Off-Campus President's constituency currently residing locally shall cause the Senate to hold a recall election for the Off-Campus President within two academic weeks of presentation of the petition.
5. All petitions must clearly state the reason(s) for the recall.
6. A signer of a recall petition must be an undergraduate student who is currently enrolled in at least one academic credit hour at the University of Notre Dame. A valid signature for the purpose of recall must include the full name and local address of the signing student.
7. A two-thirds majority of the votes cast shall be necessary for removal from office, provided that 20% of the elected official's specified constituency casts votes.

Section III: Vacancies

1. In the event of a vacancy in an elected office due to resignation or recall, a new election shall be held within two academic weeks.
2. In the event that any elected position becomes vacant with less than eight academic weeks remaining in the term, the Senate shall appoint an eligible undergraduate student to serve as the acting official for the remainder of the term.
3. In the event of a vacancy in an appointed office due to resignation or removal, the same appointment procedure shall be followed as outlined in this Constitution for that position to find a replacement. The replacement shall be nominated within two academic weeks.
4. In the event of a vacancy in the office of the Student Body President, the Student Body Vice-President shall become Student Body President.
5. In the event of a vacancy in the office of the Student Body Vice-President, the Student Body President shall appoint an Acting Student Body Vice-President. The Acting Student Body Vice-President shall become the official Student Body Vice-President upon approval of a majority vote of the entire Council of Representatives.
6. In the event that the offices of both the Student Body President and Student Body Vice-President shall simultaneously become vacant, the Council of Representatives shall appoint and approve an eligible (as described in Article I) undergraduate student to serve as Acting Student Body President in the interim period before a new Student Body President and new Student Body Vice-President are elected.
7. In the event that the Student Union Treasurer vacates the position of Treasurer during the year, one of the current Assistants to the Treasurer shall be appointed by the Council of Representatives to serve as Acting Student Union Treasurer until such time as the Council of Representatives approves the appointment of a new Student Union Treasurer by a majority vote of the entire Council of Representatives.
8. In the event that a SUB Directors position is vacated during the year, the remaining members of the Board of Directors shall nominate a replacement within two academic weeks for approval by the Council of Representatives.
9. In the event that one or both of the Hall Presidents' Council Co-Chairs should vacate the position during the year, the Hall Presidents' Council shall elect one member(s) to serve as Acting Co-Chair(s) for the remainder of the term.
10. In the event that a Class President vacates the position, the Class Vice-President shall become Class President. In the event that another Class Officer vacates the position, the Class President shall nominate a replacement within two academic weeks, subject to the approval of the Council of Representatives. In the event that the offices of both the class President and Class Vice-President shall simultaneously become vacant, the remaining officers shall nominate an Acting Class President and an Acting Vice-President within two academic weeks, subject to the approval of the Council of Representatives.
11. In the event that the Freshman Class President vacates the position, the Freshman Class Council Vice-President shall become President. In the event that another officer vacates the position, the President shall nominate a replacement within two academic weeks, subject to the approval of the Council of Representatives. In the event that the offices of both the President and Vice-President shall simultaneously become vacant, the remaining officers shall nominate an Acting President and an Acting Vice-President within two academic weeks, subject to the approval of the Council of Representatives.

ARTICLE XV: PETITION, INITIATIVE, AND REFERENDUM

Section I: Petition

1. A petition bearing the valid signatures of 200 members of the undergraduate student body shall cause the Senate to consider a specific resolution within one academic week of the presentation of the petition to the Senate.
2. A valid signature for the purpose of petition must include the full name and local address of the signing undergraduate student.

Section II: Initiative

1. A petition containing the signatures of 15% of the undergraduate student body may create an initiative.
2. A two-thirds vote of the undergraduate students who exercise their right to vote, provided 20% of the undergraduate student body currently residing locally casts votes, is necessary for the initiative to become binding upon the Senate. A binding initiative shall cause the Senate to take swift and necessary action on the issue of the initiative.
3. A valid signature for the purpose of initiative must include the full name and local address of the signing undergraduate student.

Section III: Referendum

1. A referendum is an instrument by which the Senate can gauge undergraduate student opinion on a certain issue by placing the issue in ballot form before the undergraduate student body. A referendum may suggest but shall not necessitate action by the Senate.
2. The Senate may place a referendum item in front of the undergraduate student body by a simple majority vote.

ARTICLE XVI: TRANSITION AND EVALUATION

Section I: Transition and Continuity

1. Each Student Union organization shall develop written procedures, methods, and policies to maintain continuity and ensure a smooth transition process between administrations and submit a report to the Senate detailing their respective future transition processes prior to November 1 of each year.
2. The Senate shall review and approve all plans of transition. In the event that a plan is not initially approved by the Senate, the organization shall modify and resubmit a report to the Senate within two academic weeks.
3. Each organization shall implement transition plans. The Student Union Ethics Committee shall monitor the transition and internal review of the Student Union and make recommendations to the Senate.

Section II: Internal Review and Reform

1. Student Union organizations shall review sections of this Constitution enumerating their respective purpose, duties, powers, and procedures each year.
2. Each organization, chairperson, or coordinator shall submit suggestions pertinent to the internal review of the organization to the Senate prior to April 30 of each year. Suggestions shall be presented as amendments when appropriate.

ARTICLE XVII: UNDERGRADUATE STUDENT BODY ELECTIONS

Section I: General Elections

1. All election rules and campaigning are subject to University regulations as outlined in duLac. Please note that the placing of posters in non-bulletin board space is not permitted by University regulations, and candidates do so at their own risk.
2. Any Notre Dame undergraduate student in good standing with the University's registrar is eligible to declare candidacy. Good academic standing will be determined by the First Year of Studies Program for freshmen and by the Office of the Registrar for all other candidates.
3. The election shall be held on or before April 1 each year. The exact date shall be announced before January 30.
4. There shall be an informational meeting for all candidates. The Bylaws shall be explained and all rules and regulations will be discussed. It is the responsibility of all candidates to be fully aware of the official election rules as outlined in these Bylaws and all University regulations in reference to posting. No petition shall be accepted after the deadline without prior written approval of the Election Committee. A new member on a ticket without approval by the Election Committee must get new signatures. Only official petitions as distributed by the Election Committee may be used. An official list of candidates shall be posted outside the Student Government Office.
5. Petitions will be made available at Noon on the first Tuesday of classes of the second semester. The deadline for the filing of all petitions is Noon of the Wednesday of the following week.
6. Campaigning may be held only over a period specified by the Election Committee. Campaigning consists of any public contact for the solicitation of votes. Personal appearances, placement of posters, or distributions of any election materials is considered campaigning. Any campaigning before or after the specified period is a violation of campaign rules, the penalty for which may include a maximum penalty of forfeiture of candidacy. Campaigning within LaFortune is allowed only in pre-approved areas of the basement and the 1st floor. The only exception to this is the radio station WVFI. In addition, no campaigning may take place in or near any Student Union office or venues occupied by the Student Union, including, but not limited to all meetings, events, or agendas of official business, as well as space that is funded by the Student Activities Office. In addition, no candidates may campaign in any classroom whether before, during, or after class period. A violator's punishment is up to the discretion of the Election Committee.
7. Campaigning may begin as soon as a candidate/ticket has turned in a fully signed petition and it is verified and approved by the Election Committee.
8. E-mail as a source of campaigning may be used; however, the use of Listservs is prohibited. Any allegations of misconduct with e-mail will be heard on an individual basis and acted upon by the Election Committee in accordance with Election and Judicial Council Bylaws. Candidates may be held responsible for the actions or misconduct of their supporters.
9. Candidates are also encouraged to construct a campaign web site on the Internet. The web addresses of such pages may be submitted to the Election Committee at any of the designated campaign material approval times. Judicial Council will send one e-mail to the undergraduate student body with a link to its web site prior to the elections. The Judicial Council web site shall contain the following: links to tickets' web sites; times, dates, locations, and participants in debates (upon

availability); rules and regulations for elections; posted times, dates and locations of voting stations; and other relevant information, including how to contact Judicial Council. If a ticket submits a web site to Judicial Council after the Judicial Council web site has been created, no additional links will be added. The Election Committee must approve all web sites if their addresses are to be distributed by Judicial Council. All pages will be monitored during the time allotted for campaigning for decency and appropriateness.

10. Receipts for all election materials purchased or donated must be presented to the Election Committee prior to any use of the materials. All receipts must be accompanied by a list of materials purchased.
11. Failure to disclose the proper cost of any election materials is a highly serious breach of campaign rules. Penalty shall be forfeiture of candidacy.
12. Posters to be placed on bulletin boards may not exceed eleven inches by seventeen inches. Posters may be placed inside residence halls and within public buildings. No posters may be placed within the classrooms themselves. Copies of all campaign materials must be submitted to the Election Committee and stamped for approval by two members of the Executive Committee before posting. A violator's punishment is up to the discretion of the Election Committee.
13. No candidate/ticket may solicit an endorsement from a person(s), organization, or hall. Penalty for violation may result in the forfeiture of candidacy. Personal emails shall not constitute and endorsement.
14. Candidates shall be held responsible for the behavior of their supporters and anyone in their campaign organization.
15. Beginning at midnight the day of the election, the immediate polling place must be cleared of all campaign literature by the hall judicial board representative in the case of in-hall voting, and by a judicial board member in the case of voting that takes place elsewhere. "Immediate polling place" is defined as the area within 20 feet of the ballot station. Further, all forms of campaigning are prohibited after midnight the day of the election in this specific area.
16. Blank votes, unapproved write-ins, or split ticket votes shall not count as valid votes and shall not be considered in the final tally.
17. Write-in candidates are those candidates who missed the deadline or switched tickets after the deadline. Write-in candidates may be voted for, but will not appear on the ballot. Write-in candidates shall be approved under the following conditions:
    a. Candidates must furnish independent proof of good academic standing from the First Year of Studies or the Office of the Registrar.
    b. The Election Committee shall not undertake the responsibility for informing the student body of write-ins placement on the ballot.
    c. A petition with 50% of the required signatures for the position must be submitted.
18. To win the election, a candidate/ticket must receive fifty percent plus one of the valid votes cast.
    a. A run-off shall be held between the two highest vote getting candidates/tickets if no candidate/ticket received the required total on the first ballot.
    b. In the event of a tie in a Senatorial or Hall President election, additional run-off elections shall be held in the individual residence hall until a majority is obtained.
    c. In the event that no candidates/tickets receive 50% plus one of the valid votes cast for candidates/tickets, in the run-off election, for the Student Body President, Student Body Vice-President, Class Officers, Off-Campus President, or Off-Campus Senator, the Student Senate shall convene a closed meeting and select the winner by a majority vote.
        i. Prior to the meeting, the Judicial Council president shall present each senator with the voting breakdown from the Senator's respective dorm.
        ii. In light of this information, each Senator may cast his vote freely.
        iii. If the Senate stands equally divided, the chairperson shall cast the deciding vote.
        iv. All senators must be present at the meeting.
        v. Strict penalties shall be enforced for breaking policies surrounding closed meetings.
        vi. Following the vote, the meeting shall be opened and the decision of the Senate shall be announced to the Student Body.

vii. If a Senator cannot attend this meeting, his/her vote shall be made by the Judicial Council President according to the plurality of this dorm. If there is no plurality, the vote must be abstained.

d. In the event of a tie in the run-off election for a residence hall Senator or Hall President, additional run-off elections shall be held in the individual residence hall until a majority is obtained.
e. Candidates have the right to request a recount in all elections, but as a matter of procedure the Election Committee will recount all elections decided by less than twenty-five votes.

19. In the event that a candidate in a run-off election is forfeited, whether due to choice or by sanction, a re-election will be given to the student body.
    a. The two top remaining tickets with the highest vote total from the primaries will be introduced in the run-off re-election.
    b. The re-election shall take place no later than four days following the forfeiture of the candidate/ticket.
    c. The two remaining tickets may receive a nominal increase of $35 to their spending limit.
20. Candidates are expected to behave ethically at all times. Unethical behavior will be penalized by the Election Committee and Executive Committee of Judicial Council. Examples of unethical behavior include monopolization of limited bulletin board space, covering or defaming of any other candidates' posters, insulting or defaming other candidates, and harassment or misconduct toward any election officials. Penalty for misconduct may result in forfeiture of candidacy.
21. All allegations of election misconduct are to be submitted to the Vice-President of Elections. All potential violations must be reported within 48 hours of the time committed.
    a. The Judicial Council shall then conduct a review of the allegation as outlined in the Judicial Council Article and follow appropriate procedures.
    b. The Election Committee and Executive Committee of Judicial Council reserve the right to change any penalty based on the magnitude of the offense. Both committees will adhere to a policy of keeping all rules uniform to all candidates.
    c. In any dispute over the interpretation of these rules, any interpretation may be appealed to the Student Senate.
    d. The penalty imposed by the Executive Committee shall be suspended until such time as the Senate hears the appeal.
22. Failure to settle any penalties before election days shall result in immediate forfeiture of candidacy.
23. In cases of elections where there is one candidate/ticket running unopposed the Judicial Council may recommend that the Student Senate suspend the election and the candidate/ticket shall be declared the winner.
24. Each Hall Election Coordinator is responsible for following the guidelines set forth by the Election Committee.
25. No new bylaws pertaining to elections may be put into practice after petitions become available, without a three-fourths vote of the Senate.

Section II: Student Body President, Vice-President, Senators, and Hall Presidents

1. Petitions for the office of Student Body President and Vice-President shall require 700 signatures for the placement on the ballot.
2. Each hall shall be responsible for petitions for Senators and Hall Presidents.
3. A campaign limit is set for all Student Body Presidential and Vice-Presidential candidates' tickets at $200.00. A campaign limit is set for all candidates for Senator and Hall President at $50.00. All outside contributions count toward the limit. All donations shall be assessed towards the limit at their

fair market value with the sole exception of an individual's labor which shall not be assessed against the limit. Combining campaigning funds of more than one ticket is not permitted and shall result in forfeiture. Penalties are up to the discretion of the Election Committee.

4. Candidates for Student Body President and Student Body Vice-President must run on the same ticket. Students may not split tickets when voting.
5. The primary election for Student Body President and Student Body Vice-President will be four Mondays after the first Tuesday of classes of the second semester. The run-off election is the Thursday of the week of the primary. In the event of a re-election run-off, the new run-off will be held on the Tuesday following the original run-off election.
6. The Judicial Council shall facilitate campus debates for the candidates running for Student Body President and Student Body Vice-President.
7. A residence hall Senator must reside in the residence hall that he/she wishes to represent during the entire term of office.
8. The off-campus Senator must reside off-campus during the entire term of office. Having a university-provided, on-campus residence disqualifies a person from this office.

Section III: Class Officers, Off-Campus Senator, and Off-Campus President

1. Petitions for class officer shall require 100 signatures for the placement on the ballot. Off-Campus Senator and Off-Campus President shall require no petition.
2. A campaign limit is set for all candidates' tickets at $75.00. (See Section II, 3)
3. Candidates for Class Officers must run on one ticket that designates the positions of President, Vice-President, Secretary, and Treasurer. Students may not split tickets when voting.
4. Candidates for Off-Campus Co-President must run on the same ticket. Students may not split tickets when voting.

Section IV: Freshman Class Council

1. Freshman Class Council Representatives shall either be elected by a majority vote of the freshmen in each residence hall by September 15 or selected according to the following guidelines.
   a. Written notification of intent to select a candidate rather than elect a representative shall be submitted to the Judicial Council President by the President of the residence hall no less than two academic weeks before the scheduled election.
   b. Each residence hall shall sufficiently advertise its intentions to select its own freshmen and allow all interested freshmen to participate to ensure a fair selection process.
   c. A freshman shall submit a petition of no less than 10% of the residence hall's freshman residents to be considered an eligible candidate.
   d. The hall council shall administer the application, selection, and interview process.
2. The selection and interview committee shall consist of no less than the Hall President and Vice-President and the previous representative to the Freshman Class Council. The hall rector shall serve as a non-voting member of the selection and interview committee. Any additional members of the selection and interview committee shall be approved by the hall council.
3. The selection and interview committee shall establish the criteria by which a candidate is selected.
4. A campaign limit is set for all candidates at $20.00 (See Section II, 03)

Section V: Absentee Voting

1. Undergraduate students absent from the University of Notre Dame campus on the day of any election have the right to vote absentee. Students must meet strict criteria for absence, including but not limited to, immediate family or medical needs or other extenuating circumstances.
   a. Requests for absentee voting will be reviewed and handled on an individual basis.
   b. All requests for absentee voting (except emergencies) must be received no later than three days prior to the election.
2. Absentee voting may be done via e-mail. Absentee e-mail votes must be signed by the voting student and be received by the Election Committee by a time decided by the committee.
3. The Election Committee shall determine the validity of absentee ballots.

Section VI: Special Elections -- Abroad Voting

1. Any Notre Dame undergraduate students studying away from Notre Dame through a Notre Dame or Saint Mary's College sponsored program shall be afforded the right to vote in campus elections through a special election coordinated by Notre Dame Student Government at the site of the students' program of study or by e-mail absentee ballot.
2. A member will be selected from within the Election Committee to serve as a liaison to the abroad programs.
   a. The liaison shall be responsible for updating abroad students on elections.
   b. The liaison shall provide the abroad students with the necessary means for voting, including organizing special election sites.
   c. Each special election site shall have an Election Coordinator approved by the Election Committee who is responsible for the efficient, orderly and honest running of the election. The Election Coordinator is responsible for making the official election materials available and the time of the time and place of the special election known to the Notre Dame undergraduates in the area of the program of study.
   d. The Election Coordinator shall count the votes cast at the program site and phone in the results to the Election Committee by a time decided by the Election Committee.
3. If a special election site does not exist at the student's study abroad location, elections can be conducted overseas by a pre-approved liaison or by direct e-mail to the Judicial Council.

ARTICLE XVIII: STUDENT UNION FISCAL POLICY

Section I: Preamble

1. The following general fiscal policy and guidelines provides the means for facilitating a sharing of responsibilities and decision making opportunities among the officially recognized Student Union organizations and the Student Activities Office, University of Notre Dame.

Section II: General Guidelines

1. Mandatory student activity fees, as fixed by the University and the Student Senate shall be collected by the Notre Dame Accounting department and held in a University account.
2. The student activity fee shall be a separately itemized fee on each student's bill for both the fall and spring semesters.
3. The Student Union fiscal year shall coincide with the University's fiscal year and extend from July 1 to June 30.
4. Student activity fee revenue may be used for, but shall not be limited to the following purposes:
   a. social events, seminars, workshops, retreats, and conferences
   b. equipment, supplies, and materials required for the operation of student programs and activities
   c. travel and per diem for students and professional staff members participating in student programs and activities
   d. premiums for liability and casualty insurance coverage for students serving in official capacities or participating in such programs and activities
   e. dues for institutional national charter memberships in recognized student organizations
   f. salaries and compensation to students serving in official capacities, or to any other full or part-time employees of the Student Union

Section III: Method of Allocation

1. The pool of available funds shall be comprised of the total amount of student activity fees collected plus a portion of the proceeds from "The Shirt" project.
   a. The portion made available for FMB allocation shall be calculated as half of all profits up to $200,000 plus forty-percent of all profits earned in excess of $200,000. The balance of "The Shirt" project profits, calculated as half of all profits up to $200,000 plus sixty-percent of all profits earned in excess of $200,000, shall be placed in a Charity Fund to be administered by the Financial Management Board. Peripheral sources of revenue shall not be included in the calculation of profit.
   b. The initial number of "The Shirt" ordered shall be directed toward achieving an estimated total profit of no greater than $200,000, to be divided evenly between the Student Union and the Charity Fund. Additional shirts may later be ordered with the approval of the Financial Management Board.

2. (36.75%) of the available funds shall be allocated to the line item "Clubs and Organizations" as the minimum amount designated for distribution by the Club Coordination Council. These funds shall be allocated by the Club Coordination Council with final review by the Financial Management Board and approval by the Council of Representatives.
3. 2.25% of the available funds shall be placed in a contingency fund to be allocated by the Executive Cabinet for the purpose of co-sponsorship; at least one club and one other Student Union organization must be involved.
4. The remaining (61%) of available funds shall be distributed among the following Student Union organizations:
    a. Student Union Board
    b. Student Union Board's Presidential Division
    c. Student Senate
    d. Council of Representatives
    e. Hall President's Council
    f. Freshman Class
    g. Sophomore Class
    h. Junior Class
    i. Senior Class / Senior Week
    j. Off-Campus Council
    k. Student Union Treasurer's Office
    l. Judicial Council
    m. Club Coordination Council
    n. Transfer / Freshman Orientation
    o. any other areas deemed appropriate by the Financial Management Board and approved by the Student Senate
5. For the purposes of the Rector's Fund, $35,000 from "The Shirt" Charity Fund will be allocated to the Vice President for Student Affairs annually. In the event that the Charity Fund annual income is less than $100,000, (35%) of the amount of the Charity Fund income in that given year shall be allocated to the Vice President for Student Affairs.

Section IV: Special Limitations

1. Allocated funds may not be used for the purchase of alcoholic beverages, tobacco products, or other controlled substances of any kind.
2. Student Activity fees may not be used for charitable contributions.
    a. Charitable contributions shall include, but not be limited to, direct donations to charities or individuals, and gifts, prizes, and awards for non-students.
        i. Gifts purchased with funds from the Student Senate or Council of Representatives account with the express purpose of furthering relations between the Notre Dame Student Union and relevant bodies shall not be considered charitable contributions.
        ii. In the special case that the giving of gifts or prizes is inherent to the nature of an event being sponsored by a Student Union organization, appeals of sub-clause a of this clause may be made to the Financial Management Board prior to the holding of the event.
    b. Student Activity fees may be used to fund Notre Dame students' participation in service work.
        i. Student Activity fees may be used to pay for the supplies and expenses involved in the activity or project, including but not limited to, transportation and food.
    c. Fundraising events may be sponsored by an organization or club if the purpose of the event is to educate, entertain, or increase student participation in a cause.
        i. The net profit of a fundraising event may be donated to charity.

ii. The total revenue from a fundraising event may be donated to charity if the sponsoring club or Student Union organization obtains the approval of the Financial Management Board prior to the event.

d. The Financial Management Board shall grant approval to appeals for exceptions to this clause if all of the following are met:
   i. The event furthers the mission and purpose of the group.
   ii. The event educates or entertains the students of the University.
   iii. Use of student activity fees does not violate any of the other provisions of the Fiscal Policies of the Student Union.

3. Allocated funds may not be used for the support of candidates whether federal, state, local, or University level.
4. Ethnic organizations are eligible for funding provided that their programming will promote greater cultural awareness and understanding within the Notre Dame community.
5. The Shirt Coordinator, Student Union Treasurer, and Financial Management Board, when accepting bids for "The Shirt", will ensure that the accepted bid is from a company which does not employ the use of sweatshops.

Section V: Financial Management Board Approvals

1. The salaries, if any, of elected and/or appointed officials shall be approved by the Financial Management Board and the Student Senate.
2. Any event which has sum obligations greater than $5,000 shall be approved by the Financial Management Board.
3. Any disbursement over $5,000 shall be reported to the Treasurer and approved by the Financial Management Board.
4. Individuals who violate items 3 or 4 of Section IV are personally and legally liable to the University for such actions.
5. Bids for programs scheduled for the next fiscal year, previous to the initial budget allocation meeting, may be made with Financial Management Board's approval.
6. In the event that approval from Financial Management Board is needed while school is not in session, the organization seeking approval must notify the Student Union Treasurer. At such time, the Student Union Treasurer must contact and receive approval from a majority of the Financial Management Board. In the event a majority of the Financial Management Board cannot be reached the Student Union Treasurer may grant approvals. In the event the Student Union Treasurer is unable to grant approvals, the Director of Student Activities must be contacted in order to grant approval.
7. The Council of Representatives may hear appeals of Financial Management Board decisions and reverse these decisions by a two-thirds vote of all Council of Representatives members.

Section VI: Student Business Board Financial Guidelines

1. The Financial Management Board, via the Student Union Treasurer and the Student Business Board General Manager, shall control the finances of the Student Business Board.
2. The Student Businesses shall have no initial allocation; however, the Business Board General Manager may submit a request for funds in order to cover general office expenses.
3. Requests for capital expenditures shall be submitted by the individual business requesting the funds.
4. The Business Board shall approve capital expenditure requests of $2,500 or less by a majority vote. Requests for more than $2,500 shall be approved by the Financial Management Board in an efficient and timely manner.

5. Net profits from the Student Business Board shall be transferred to the Student Union Carry-forward account at the end of each fiscal year.
6. Net deficits from the Student Business Board shall be reconciled with funds from the Student Union Carry-forward account at the end of each fiscal year.
7. Groups within the Student Union shall budget as necessary to ensure that they spend only the dollar amount allocated during each fiscal year.
    a. In the event that a group spends in excess of its allocation, the entire debt must be repaid during the subsequent fiscal year. This shall be accomplished by a funds transfer executed by the Student Union Treasurer prior to November 1st. Groups must be notified of such a situation by September 15th.
    b. Should the debt from the previous year be in excess of 15% of the current fiscal year's allocation, a payment schedule appeal may be brought to the Financial Management Board. However, the Financial Management Board is limited in that total repayment must be made within three years (the current year and the following two years). Additionally, the group must pay a minimum of 15% of its annual allocation during each year of the repayment process so as to expedite repayment. All appeals must be made by October 1st, and all decisions mush be finalized by October 31st to permit the necessary funds transfer prior to November 1st, as outlined in #7 above.

Section VII: CCC Guidelines

1. Funds from clubs rendered inactive by the Club Coordination Council and Student Activities shall be reallocated by the Club Coordination Council and should a defunct club run a deficit, that expense shall be incurred by the Club Coordination Council.

Section VIII: Carry-Forward Account Guidelines

1. Appropriations from the carry-forward account are designated for the purpose of financing unique and extraordinary opportunities for which have been previously unbudgeted and unplanned.
2. New capital expenditures as well as improvements on existing capital assets may be financed through the Carry-forward account.
3. The Carry-forward account may not be used to finance deficits.
4. The Carry-forward account may finance any other type of allocation not specifically mentioned above that is deemed appropriate by the Financial Management Board.
5. The Financial Management Board shall consider Carry-forward account requests on a rolling basis.
6. The Carry-forward account shall never be allowed to fall below $15,000.
7. Total yearly allocations out of the Carry-Forward account shall not exceed $10,000.
8. Interest payments on the net monthly balance of student activity fees shall be deposited to the Carry-forward account.
9. Any fiscal year-end surplus or deficit shall be applied or deducted from the balance of the Carry-forward account.