Constitution of the Undergraduate Student Body of the University of Notre Dame du Lac

Revised and Updated: October 3, 2026

The University of Notre Dame Student Union

Elijah Jones
Student Body President

Riley Evers
Student Body Vice-President

Kaeleigh Picco
Chief of Staff

Michael Budd
Student Union Secretary

Monica Sayler
Judicial Council President

Kyle Lauckner
Student Union Parliamentarian

Matthew Morin
Student Union Historian

Victor Lu Zhang
Student Union Treasurer

Kevin White
Executive Controller

Madison Denchfield
Club Coordination Council President

Candice Estrada
Student Union Board Executive Director

Emma Latchford
Zach Taylor
Hall Presidents Council Co-Chairs

Connor Mulligan
Off-Campus President

Will Krzastek
Off-Campus Vice President

Aleah Applin
'27 Senior Class President

Catherine Morrissey
'28 Junior Class President

Kieran Morrissey
'29 Sophomore Class President

Lillian Bose
'30 First Year Class President

Jack Dunn
Alumni Hall Senator

Ava Vignola
Badin Hall Senator

AJ Allen
Baumer Hall Senator

Olivia Skora
Breen-Phillips Hall Senator

Max Barton
Carroll Hall Senator

Susie Fuselier
Cavanaugh Hall Senator

Jack Carter
Coyle Hall Senator

Jack Cullison
Dillon Hall Senator

Drew Bush
Duncan Hall Senator

Marco Battocchio
Dunne Hall Senator

Sally DeFranco
Farley Hall Senator

Anna Benson
Flaherty Hall Senator

Jack Rinehart
Graham Family Hall Senator

Allison Conliffe
Grojean Hall Senator

Carson Wendt
Johnson Family Hall Senator

Ethan Laslo
Keenan Hall Senator

Vincent Mampieri
Keough Hall Senator

Michael Doyle
Knott Hall Senator

Autumn Chiu
Lewis Hall Senator

Caroline Cure
Lyons Hall Senator

Elle Campbell
McGlinn Hall Senator

Donovan Ligier
Morrissey Hall Senator

Cece Woods
Off Campus Senator

Christopher White
Off Campus Senator

Nico Liparoto
Off Campus Senator

Xavier Williams
O'Neill Family Hall Senator

Natalie Jones
Pasquerilla East Hall Senator

Olivia Lewis
Pasquerilla West Hall Senator

Militza Algredo-Huerta
Ryan Hall Senator

Brendan Carroll
Saint Edward's Hall Senator

Charlie Votin
Siegfried Hall Senator

Emmanuel Reynoso Sandoval
Sorin Hall Senator

Jonathan Rossi
Stanford Hall Senator

Kayleigh Vitu
Undergraduate Community at Fischer Senator

Katie Swartz
Walsh Hall Senator

Jessica Perez
Welsh Family Hall Senator

Table of Contents

PREAMBLE 3
ARTICLE I 3
GENERAL PROVISIONS 3
Section 1. Name. 3
Section 2. Authority. 3
Section 3. Eligibility for Office. 4
Section 4. Amendment. 4
Section 5. Transition and Internal Review. 5
Section 6. Non-Discrimination Clause. 5
ARTICLE II 5
EXECUTIVE OFFICERS 5
Section 1. Student Body President. 5
Section 2. Student Body Vice-President. 6
Section 3. Chief of Staff. 7
Section 4. Student Union Secretary. 7
Section 5. Executive Controller. 8
ARTICLE III 8
SENATE 8
Section 1. Purpose. 8
Section 2. Composition. 8
Section 3. Powers and Duties. 9
Section 4. Transition. 10
Section 5. Election Appeals 10
ARTICLE IV 11
EXECUTIVE CABINET 11
Section 1. Purpose. 11
Section 2. Composition. 11
Section 3. Executive Cabinet Departments. 11
ARTICLE V 12
STUDENT UNION BOARD 12
Section 1. Purpose. 12
Section 2. Composition. 13
Section 3. Powers and Duties. 13
ARTICLE VI 14
HALL PRESIDENTS COUNCIL 14
Section 1. Purpose. 14
Section 2. Composition. 14
Section 3. Powers and Duties. 14
ARTICLE VII 15
CLUB COORDINATION COUNCIL 15
Section 1. Purpose. 15
Section 2. Composition. 15
Section 3. Powers and Duties. 15
Section 4. Transition. 15
ARTICLE VIII 15
CLASS COUNCILS 15
Section 1. Purpose. 15
Section 2. Composition. 16
Section 3. Powers and Duties. 16
Section 4. Transition. 16
ARTICLE IX 16
OFF-CAMPUS COUNCIL 16
Section 1. Purpose. 16
Section 2. Composition. 16
Section 3. Powers and Duties. 17
ARTICLE X 17
FINANCIAL MANAGEMENT BOARD 17
Section 1. Purpose. 17
Section 2. Composition. 17
Section 3. Powers and Duties. 18
Section 4. Meetings and Procedures. 19
Section 5. Student Businesses. 19
Section 6. The Shirt Project. 20
Section 7. Collaboration Fund. 21
ARTICLE XI 21
SPECIAL-INTEREST STUDENT ORGANIZATIONS 21
Section 1. Definitions and Organizations. 21
Section 2. Powers. 22
Section 3. Funding. 22
ARTICLE XII 22
JUDICIAL COUNCIL 22
Section 1. Purpose. 22
Section 2. Composition. 22

Section 3. Powers and Duties. 22
Section 4. Hearings. 25
Section 5. Debates. 26
Section 6. Student Union Ethics Council. 26
ARTICLE XIII 27
REMOVALS, RECALLS, AND VACANCIES 27
Section 1. Impeachment and Removal. 27
Section 2. Recall of Elected Officials. 27
Section 3. Vacancies. 28
ARTICLE XIV 29
PETITION, INITIATIVE, AND REFERENDUM 29
Section 1. General Provisions. 29
Section 2. Initiative. 29
Section 3. Referendum. 29
ARTICLE XV 29
ELECTIONS 29
Section 1. General Provisions. 29
Section 2. Student Body President, Vice-President, and Class Councils. 31
Section 3. Hall Elections. 32
Section 4. Off-Campus Elections. 32
Section 5. Election Results. 32
ARTICLE XVI 33
STUDENT UNION FISCAL POLICY 33
Section 1. Preamble. 33
Section 2. General Guidelines. 33
Section 3. Method of Allocation. 34
Section 4. Special Limitations. 34
Section 5. Political Activities. 35
Section 6. Financial Management Board Approvals. 35
Section 7. Student Business Financial Guidelines. 36
Section 8. Club Coordination Council Guidelines. 36
Section 9. Carry-Forward Account Guidelines. 36
Section 10. Student Union Endowment. 37
Section 11. The Shirt Charity Endowment. 37
Section 12. The Shirt Student Enrichment Endowment. 37
ARTICLE XVII 37
ANNUAL AWARDS 37
Section 1. The Irish Clover Award. 37
Section 2. The Michael J. Palumbo Award. 38
Section 3. The Frank O'Malley Undergraduate Teaching Award. 38

PREAMBLE

WE, THE UNDERGRADUATE STUDENTS *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 the 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 Notre Dame Student Union.*

ARTICLE I

GENERAL PROVISIONS

Section 1. Name.

(a) 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 2. Authority.

(a) The authority of this Constitution is the basis for all business of the Student Union. The Student Union or any members thereof shall not act in any way that is contrary to this Constitution.

(b) Each Student Union organization shall develop written bylaws by May 1st to establish the operational procedures (including attendance) 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 Judicial Council for review. Nothing in the bylaws shall come into conflict with this Constitution. Amendments to an organization's bylaws may only be written by the organization to which the bylaws pertain and must be approved by two-thirds of the voting members within that organization. The Student Activities advisor to the organization must approve any bylaw amendments. The Student Union shall be composed of the following Student Union organizations:
(1) Senate.
(2) Executive Cabinet.
(3) Student Union Board.
(4) Hall Presidents Council.
(5) Club Coordination Council.
(6) Class Councils.
(7) Off-Campus Council.
(8) Financial Management Board.
(9) Judicial Council.

(c) This Constitution shall mandate the following:
(1) All voting shall require a simple majority unless otherwise specified in this Constitution. When not specified by this Constitution or bylaws, *The Standard Code of Parliamentary Procedure* shall take effect.
(2) A quorum exists when two-thirds of the voting members of a body are present.
(3) Where either a majority vote or a two-thirds of votes cast is required, an abstention vote shall have no effect on the outcome of the vote unless specified otherwise.
(4) To all members of the Student Union, a current version of the Constitution must be made directly available.

Section 3. Eligibility for Office.

(a) Any undergraduate student enrolled at the University of Notre Dame who is of good academic standing, as determined by the Office of the Registrar, and of good disciplinary standing, as determined by the Office of Community Standards, shall be eligible to hold an office in the Notre Dame Student Union.

(b) All elected officials (including those within the Hall Presidents Council, Senate, and Class Councils) as well as all Executive Officers enumerated in Article II must be present for their entire term. However, those officials whose term begins on May 1st may be absent from the May 1st to Summer Recess portion of their term, granted they are present for the entire rest of their term, do not have responsibilities in other Student Union organizations, as outlined in Article VIII,

Section 4(d), and continue to do any necessary work they are able to during that time period;

(1) These individuals must have completed a violence prevention training course as recommended by the University's Gender Relations Center by January 1st of the next calendar year after the start of the individual's term or two months following the assumption of office, whichever is later. For members of the First Year Class Council, this deadline shall be the end of the fourth academic week of the spring semester.

(A) If an individual is found to be not compliant, the Parliamentarian shall report the individual to the Student Union Ethics Council.

(c) No person may simultaneously hold more than one office enumerated in this Constitution.

Section 4. Amendment.

(a) An amendment to this Constitution may be presented to the Senate by any member of the Senate or through a petition.

(1) Before a member of the Senate presents an amendment to the Senate, he or she shall consult with the Judicial Council President and the Parliamentarian on the consistency of the proposed amendment within this Constitution.

(b) A presented amendment to this Constitution shall be adopted with the following actions:

(1) A two-thirds vote of all present and voting members of the Senate and the signature of the Student Body President.

(2) If the Student Body President does not sign an amendment passed by a two-thirds vote of all present and voting members of the Senate, he or she shall return it to the Senate, stating his or her objections, within two weeks, at which time the amendment may be adopted with a five-sixths vote of all voting members of Senate.

(3) The approval of the Student Activities Office.

(c) In the event that a new Constitution is drafted and proposed:

(1) The Parliamentarian (or Student Union member proposing the change) shall meet with the chair of every Student Union organization to discuss the changes made to relevant sections of the Constitution.

(2) The Student Senate must ratify the new Constitution with a three-fourths vote.

(A) The Parliamentarian (or Student Union member proposing the change) shall draft a document listing and explaining all changes from the old Constitution and distribute it to all members of Senate.

(3) The new Constitution must be approved by the Student Activities Office in order to replace the old Constitution.

Section 5. Transition and Internal Review.

(a) Each Student Union organization shall develop and implement written procedures, methods, and policies to maintain continuity and ensure a smooth transition process between administrations and submit a report to the Committee on the Constitution detailing their respective future transition processes prior to March 1st of each year.

(b) The Committee on the Constitution shall review and approve all plans of transition. In the event that a plan is not initially approved by the Committee, the organization shall modify and resubmit a report to the Committee within two academic weeks.

(c) Student Union organizations shall review sections of this Constitution enumerating their respective purpose, duties, powers, and procedures each year.

(d) Each organization, chairperson, or coordinator shall submit suggestions pertinent to the internal review of the organization to the Senate prior to March 1st of each year. Suggestions shall be presented as amendments when appropriate.

Section 6. Non-Discrimination Clause.

(a) This Constitution recognizes the God-granted dignity of all persons and their right to respect, justice, and a welcoming environment, regardless of race, color, ethnicity, nationality, age, sex, gender, sexual orientation, gender identity, ability or disability, religion, veteran status, socioeconomic status, and documentation status. This Constitution forbids any acts of harmful and unjust discrimination and disrespect within the Student Union.

(b) Allegations of discriminatory activity shall be brought before the Student Union Ethics Council as misconduct under Article XIII, Section 1(b)(1) of this Constitution.

ARTICLE II

EXECUTIVE OFFICERS

Section 1. Student Body President.

(a) The Student Body President shall serve a one-year term beginning on April 1st of the year elected.

(b) The Student Body President shall ensure the efficient and effective operation of the Student Union.

(c) 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.

(d) The Student Body President shall address the Senate at least once each semester in his or her State of the Student Union Address, but may address the Senate at any time with regards to an important issue or topic. Each shall be delivered orally and submitted to the Student Union Secretary for online publication. State of the Student Union Addresses shall occur by the following schedule:
  (1) Upon the Student Body President's election by the last Senate meeting of the semester.
  (2) By the last Senate meeting of November.
  (3) By the last Senate meeting of his or her term.

(e) The Student Body President shall serve as the chairperson of the Campus Life Council in the capacity outlined in the Bylaws of the Campus Life Council.
  (1) The student voting members of the Campus Life Council shall be as follows:
    (A) Student Body President
    (B) One Men's Hall Senator
    (C) One Women's Hall Senator
    (D) One representative of the Hall Presidents Council
    (E) One representative of the Class Councils
    (F) One representative of the Off-Campus Council
    (G) One representative of the Diversity Council
    (H) One representative of PrismND
    (I) One appointee of the Student Body President
  (2) The student non-voting members of the Campus Life Council, with speaking privileges, shall be as follows:
    (A) Student Union Board Executive Director
    (B) Judicial Council President
    (C) Chief of Staff
    (D) Student Union Parliamentarian

(f) 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.

(g) The Student Body President shall appoint a Student Union Secretary, a Chief of Staff, and an Executive Controller as outlined in Article I. The Student Body President shall also appoint Executive Cabinet Department Directors. All enumerated appointments shall be approved by the Senate.

(h) The Student Body President shall attend all Senate meetings.

(i) The Student Body President shall attend all Executive Cabinet meetings.

(j) The Student Body President shall create ad hoc Executive Cabinet departments as needed.

(k) The Student Body President shall schedule and chair meetings between university leaders and local law enforcement leaders including, but not limited to, the Chief of the South Bend Police Department, Sheriff of St. Joseph County, District 1 Commander of the Indiana Excise Police, Chief of the Notre Dame Police Department, and a representative from the University of Notre Dame administration. The meetings shall take place at the following times during the President's term:
  (1) Once during the month of August.
  (2) Once during the month of January.
  (3) Once during the month of April.
    (A) The previous Student Body President shall also be present at the meeting held in the month of April.

(l) The Student Body President or any qualified designee acting on behalf thereof shall attend all meetings of the Community/Campus Advisory Coalition (CCAC) as the representative of the student body of the University of Notre Dame. The Student Body President or the designee thereof shall brief the Student Senate regarding the affairs of the CCAC at its first regular meeting after any meeting of the CCAC.

(m) The Student Body President shall assist the Executive Controller in the development and submission of the budget proposal for the Senate to the Financial Management Board for the annual allocation meeting.

(n) The Student Body President shall assist the Executive Controller in the development and submission of a budget proposal for the Office of the Student Body President for the purposes of limited, policy-based programming to the Financial Management Board for the annual allocation meeting.

(o) The Director of Student Activities shall designate an advisor to the Student Body President.

Section 2. Student Body Vice-President.

(a) The Student Body Vice-President shall assist the Student Body President in the performance of presidential duties.

(b) The Student Body Vice-President shall serve a one-year term beginning on April 1st of the year elected.

(c) The Student Body Vice-President shall serve as the Chairperson of the Senate and ensure its efficient and effective operation.

(d) The Student Body Vice-President shall, with the assistance of the Student Union Secretary, be responsible for publicity of the Senate.

(e) The Student Body Vice-President shall attend Executive Cabinet meetings.

(f) The Student Body Vice-President shall assist the Executive Controller in the development and submission of the budget proposal for the Senate to the Financial Management Board for the annual allocation meeting.

(g) The Student Body Vice-President shall assist the Executive Controller in the development and submission of the budget proposal for the Office of the Student Body President.

Section 3. Chief of Staff.

(a) The Chief of Staff shall assist the Student Body President in the daily duties and tasks of the President.

(b) The Chief of Staff shall assist the Student Body Vice-President in the coordination of the efforts of any standing or ad hoc departments as needed.
  (1) As necessary, the Chief of Staff shall convene and chair departmental meetings in the absence of any given Department Director.

(c) The Chief of Staff shall attend and chair all Executive Cabinet meetings.

(d) The Chief of Staff shall also attend as a non-voting member all Student Union meetings the Student Body President attends as enumerated below:
  (1) Senate.
  (2) Campus Life Council.

(e) The Chief of Staff shall be appointed by the Student Body President and approved by the Senate.

(f) Executive Committee
  (1) The Executive Committee shall serve as a forum for various Student Union branches to communicate and collaborate on event coordination, Student Union programming, and other issues relevant to the Student Body and Student Union.
  (2) The Chief of Staff shall serve as chair of the Executive Committee, ensuring its proper operation. The Chief of Staff shall be responsible for distributing relevant information to all members of the Executive Committee and coordinating all meetings thereof.
  (3) Each member of the Executive Committee shall hold a seat on the Committee *ex officio* for the duration of their respective term and shall possess the right of agenda.
  (4) The following shall serve as members of the Executive Committee:
    (A) Chief of Staff
    (B) Student Body President

(C) Student Body Vice President
(D) Student Union Treasurer
(E) Judicial Council President
(F) Club Coordination Council President
(G) Four Class Presidents
(H) Student Union Board Executive Director
(I) Hall Presidents Council Co-Chairs
(J) Off-Campus President

Section 4. Student Union Secretary.

(a) The Student Body President shall nominate the Student Union Secretary at the first Senate meeting of the term. The Senate 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:
(1) Senate.
(2) Executive Cabinet.
(3) Executive Committee.
(4) 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 the 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 through the Senate website.

(f) The Student Union Secretary must compile a document containing all agendas, dockets, and minutes for the given aforementioned Student Union groups' terms.

(g) The Student Union Secretary shall assist the Student Body Vice President with publicity for Senate and all Senate press releases.

Section 5. Executive Controller.

(a) The Executive Controller shall maintain an accurate and timely record of all income and expenses of the Senate and Executive Cabinet.

(b) The Executive Controller shall approve all transactions of the Senate and Executive Cabinet and submit requests to the Office of the Student Union Treasurer.

(c) The Executive Controller shall be appointed by the Student Body President and be approved by the Student Senate.

(d) The Executive Controller, with the assistance of the Student Body President and Student Body Vice-President, shall develop, submit, and present the budget proposal for the Office of the Student Body President to the Financial Management Board for the annual allocation meeting.

(e) The Executive Controller, with the assistance of the Student Body President and Vice-President, shall develop, submit, and present the budget proposal for Senate to the Financial Management Board for the annual allocation meeting.

(f) The Executive Controller shall attend all Executive Cabinet meetings.

(g) The Executive Controller shall be a voting member of the Financial Management Board.

ARTICLE III

SENATE

Section 1. Purpose.

(a) The Student Senate is the legislative body of the Student Union that shall formulate and advance the position of the undergraduate student body on all issues concerning campus life.

Section 2. Composition.

(a) The voting membership of the Senate shall attend scheduled meetings and be composed of the following:

(1) One elected Senator per undergraduate residence hall.
(2) Three elected off-campus undergraduate Senators.
(3) Four Class Presidents.
(4) Club Coordination Council President, or a Designated Representative.
(5) Off-Campus President and Vice-President.

(b) Each residence hall Senator shall be elected by the undergraduate residents of his or her hall each year. Students who currently reside locally off campus, or will reside locally off campus during the following academic year, shall elect three undergraduate students to serve as the Off-Campus Senators each year.

(c) Each Senate member must be present for the entire term.

(d) Each Senate member shall serve a one-year term beginning on April 1st of the year elected.

(e) Each Senate member shall have one vote.

(f) The Student Body Vice President shall serve as the Chairperson of the Senate and ensure its efficient and effective operation. The Chairperson shall only cast a vote in the event of a tie.

(g) The following shall serve as non-voting members of the Senate, while retaining speaking privileges:
(1) Student Body President.
(A) The Student Body President shall verbally communicate points of inquiry raised by the Senate to the Office of Student Affairs within one academic week.
(2) Parliamentarian.
(3) Student Union Secretary.
(4) Executive Cabinet Department Directors.
(A) Executive Cabinet Department Directors shall be nominated by the Student Body President. This nomination shall be approved by the Senate.
(5) Executive Controller.
(6) Chief of Staff.
(7) Student Union Treasurer.
(A) The Student Union Treasurer shall submit all necessary financial information to members of the Senate by November 30th and as requested by the Senate.
(8) Student Union Board Executive Director.
(9) Hall Presidents Council Co-Chairs.
(10) Judicial Council President.
(11) Student Union Historian.
(12) Diversity Council Chair.
(13) The Director of Student Activities shall serve as or designate an advisor to the Senate.

Section 3. Powers and Duties.

(a) Resolutions constitute a call for action and must be passed by a majority 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 two-thirds vote of all the voting members of the Senate.

(b) Orders constitute the execution of explicitly stated powers of the Senate. Orders must be passed by a two-thirds vote unless otherwise stated.
(1) Amendments to this Constitution shall be considered Senatorial orders.

(c) A letter shall constitute an inquiry or point of information. Points of inquiry to the Office of Student Affairs shall be communicated verbally by the Student Body President within one academic week.

(d) The Senate shall have the power to promulgate, maintain, and amend a Legislative Formatting Code to establish technical formatting regulations for all Senatorial legislative items.

(e) The Senate shall establish the fiscal policies of the Student Union and supervise the proper implementation of these policies.

(f) The Senate shall review and address any allegation of misuse of undergraduate student organization funds or misconduct of undergraduate student organizations and their members through the Financial Management Board and the Student Union Ethics Council, respectively.

(g) 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.

(h) The Senate shall elect two Senators as voting members to serve on the Campus Life Council. One Senator shall be elected from a men's dorm and one Senator shall be elected from a women's dorm.

(i) The Senate shall elect at least three Senators to serve on the Committee on the Constitution.

(j) For all meetings of the Board of Trustees Student Affairs Committee, at which the agenda of the undergraduate student presentation is determined by the Student Body President and Vice President, the Student Body President and Vice President shall present to the Senate, no later than one week prior to the presentation to the Board of Trustees Student Affairs Committee, a summary of the issues covered in the presentation. The Senate may make informal recommendations regarding the content of the report to the Student Body President and Vice President for their consideration.

(k) The Senate shall review and approve any nominations made to it pursuant to the relevant provisions of this Constitution. The same individual may not be nominated for the same position more than two times per term.

(l) The Senate shall establish regulations for all elections under this Constitution.

(m) On behalf of The Senate, The Parliamentarian shall make Senate documents available to undergraduate students through the Senate website.

(n) Each Senator shall attend his or her respective Hall Council meetings to disseminate information and survey undergraduate student opinion on Senate agenda items.

(o) All positions enumerated in this Constitution shall perform other duties as the Senate may determine by a two-thirds vote of all Senate members.

(p) The Senate shall adopt the most recent edition of *The Standard Code of Parliamentary Procedure* as the official rules of procedure governing the operation of the Senate. The Parliamentarian shall deliver a presentation on the most updated version of *The Standard Code of Parliamentary Procedure* which all members of the Senate must attend. This Constitution and Senate bylaws shall take precedence when this Constitution or Senate bylaws and *The Standard Code of Parliamentary Procedure* conflict. Any rule in *The Standard Code of Parliamentary Procedure* may be temporarily suspended by a two-thirds vote of the Senate.

(q) A majority vote shall be required for the passage of any action unless otherwise specified in this Constitution, Senate bylaws, or *The Standard Code of Parliamentary Procedure*.

(r) In the event of extenuating circumstances that dramatically affect the current state of affairs of the student body, the Senate may temporarily suspend any rule of this Constitution by a 5/6 vote and with the approval of the advisor to the Senate.

Section 4. Transition.

(a) The Senate shall hold an informational meeting for those seeking office in the Student Senate as his or her dorm's elected representative at least two weeks prior to the Election Day established by the Judicial Council.
  (1) The meeting shall seek to inform prospective Senators about:
    (A) The role and importance of the Student Senate.
    (B) The commitments, time and otherwise, which Senators are expected to make.
    (C) Election regulations.
  (2) This meeting shall be coordinated by the Parliamentarian and the Judicial Council President.

(b) Incoming Senators, following their election, but prior to taking office, shall attend a workshop session to prepare them for their upcoming term in office.
  (1) This workshop shall include, but not be limited to, the following topics:
    (A) An overview of the current status of ongoing issues and projects of Student Senate and the Student Union.
    (B) Parliamentary procedure.
    (C) The role of the Senate and its duties.
    (D) Commitments and expectations of incoming Senators.

(E) The department structure and solicitation of departmental preferences.

(2) This workshop shall be coordinated by the Parliamentarian and the incoming Chairperson of the Senate.

(A) The outgoing Chairperson of the Senate shall also attend the workshop.

(c) Newly elected Senators shall attend all sessions of the outgoing Senate held after the incoming Senate's election date.

(d) Each Senator shall meet with the newly elected Senator from his or her respective residence hall to explain at least the following: recent business, the purpose of the Senate, the responsibilities of the position, and the role of the Senate in the Student Union.

(e) The Chairperson, Parliamentarian, and Secretary shall each meet with the new Chairperson, Parliamentarian, and Secretary to explain their role in the Student Senate.

(f) All members of the Senate shall attend a Celebrating Diversity Workshop as coordinated by the Director of Diversity and Inclusion, First Generation & Low Income, and an Allyship Workshop as coordinated by the Director of Gender Relations, LGBTQ+ Advocacy. These events are mandatory for all Senators and shall take place by October 1.

Section 5. Election Appeals

(a) In the event of an appeal of an Election Council decision, in accordance with Article XV, the Senate shall convene within 48 hours to hear the appeal. The Judicial Council Vice-President of Elections shall be allowed to attend this meeting.

(b) All appeals must be filed within 12 hours of the conclusion of the hearing and cite the specific procedural defect that occurred during the allegation hearing or the new evidence to be presented. The Chairperson of the Student Senate and the Judicial Council President along with the advisor to the Student Senate shall decide if the appeal has merit and shall proceed to the consideration of the full Senate.

(c) Until such time as Senate can hear the appeal, the decision of the Election Council shall stand.

(d) The meeting of the Senate once the appeal has been filed shall proceed as follows:

(1) The Election Council 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 allegation made against the candidate(s), the Election Council's deliberations, and the sanction given. This shall take no more than five minutes.

(2) The candidate(s) shall then state his or her reason for appeal. This shall take no more than five minutes.

(3) After hearing initially from the Judicial Council and the candidate(s), the Senate must decide by a two-thirds vote that there are grounds to hear the appeal.

(4) If the Senate decides to hear the appeal, time shall be allowed for both sides to respond to the claims of the other and to call witnesses on their behalf.

(5) The Senate may ask relevant questions of either party, or request the presence of any other relevant third-person(s) for questioning.

(e) If at any time a member of the Senate is unable to give an unbiased judgment regarding an appeal of election allegation, either by his or her own estimation or the decision of the Senate by majority vote, that member must recuse him or herself from the proceedings of the Senate which regard that particular appeal.

(1) If a voting member of Senate recuses himself/herself, their attendance shall still count towards the total number of voting members present and therefore shall still count towards quorum. Any votes that would be cast by the recused Senator shall count as abstentions.

(f) The Senate may force the Election Council to reconvene within 24 hours for the purpose of reconsidering its decision by a three-fourths vote.

(g) If quorum cannot be reached to hear the appeal within the 48 hours, or a decision is not reached during the convened meeting, the decision of the Election Council shall stand.

(1) The Senate may try up to three times to reach quorum.

(2) If the Senate cannot reach quorum at a given instance, the Senate must wait at least 6 hours before re-attempting to achieve quorum.

ARTICLE IV

EXECUTIVE CABINET

Section 1. Purpose.

(a) The Executive Cabinet and its constituent members shall advance the agenda of the Student Body President and Vice-President through the 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.

Section 2. Composition.

(a) The following members shall attend the weekly Executive Cabinet meeting:
   (1) Student Body Vice-President
   (2) Chief of Staff.
   (3) Standing and ad hoc Executive Cabinet Department Directors.
   (4) Executive Controller.
   (5) Student Union Secretary.

(b) The Student Body Chief of Staff shall chair these meetings.

(c) The Student Body President may appoint other such members to the Executive Cabinet as he/she may see fit.

Section 3. Executive Cabinet Departments.

(a) Executive Cabinet Department Directors, nominated and approved as pursuant to clause III.2.g.4.A, shall act as chairperson of their respective department.

(b) The Standing Executive Cabinet Departments are as follows:
   (1) Department of Faith
   (2) Department of University Policy
   (3) Department of Communications
   (4) Department of Student Life
   (5) Department of Racial, Ethnic, and International Engagement
   (6) Department of Diversity and Inclusion, First-Generation & Low Income
   (7) Department of Diversity and Inclusion, Disability Advocacy
   (8) Department of Gender Relations, LGBTQ+ Advocacy
   (9) Department of Gender Relations, Title IX and Women's Initiatives
   (10) Department of Health and Wellness
   (11) Department of Community Service
   (12) Department of South Bend Engagement
   (13) Department of Academic Affairs
   (14) Department of National Affairs and Political Engagement
   (15) Department of Student-Athlete Relations
   (16) Department of Campus Nutrition
   (17) Department of Sustainability
   (18) Department of Campus Technology and Innovation
   (19) First Undergraduate Experience in Leadership (FUEL)
      (A) FUEL Directors and FUEL Membership shall aid in the effective achievement of the goals of the Student Union as determined by the Student Body President in conjunction with the Executive Cabinet.
      (B) The Directors of FUEL shall ensure effective aid to the Student Union by using their experience as student leaders to accomplish the goals of FUEL, which are stated as follows:
         (1) Integration of First Year leaders into the Student Union.
         (2) Explanation of Student Union policies and procedures to First Year leaders.
         (3) Facilitation of community development among the First Year leaders.
         (4) Education of the First Year leaders in the practices of ethical peer leadership.
      (C) The directors shall write bylaws and submit them to the Judicial Council before May 1st to outline the effective operation of FUEL.

(c) Department membership and size shall be determined at the discretion of the Student Body President.
   (1) Each Senator shall serve on at least one department.
   (2) Department Directors shall not be required to serve in departments other than the one they chair.
   (3) The Student Body President may appoint members to each department via application to the Student Body President.

(4) Department membership shall also be open to the entire student body.

(d) Ad Hoc Departments.
(1) The Student Body President may create ad hoc departments addressing special student interests as long as one Senator agrees to serve within that department.
(2) The Student Body President shall nominate a director for each ad hoc department.
(3) The Student Body President may disband any ad hoc department at any given time.

(e) All standing and ad hoc departments shall meet at least once every two weeks during the regular academic year.

(f) All standing and ad hoc departments shall have the ability to plan and program events related to their issues that include (but are not limited to) such activities as awareness weeks, focus groups, speakers, and information nights.

ARTICLE V

STUDENT UNION BOARD

Section 1. Purpose.

(a) The Student Union Board (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.

Section 2. Composition.

(a) The SUB Executive Board of Directors shall be composed of the following:
(1) SUB Executive Director.
(A) Meetings of the SUB Executive Board of Directors shall be chaired by the SUB Executive Director.
(2) SUB Director(s) of Programming.
(3) SUB Director of Operations.
(4) SUB Director of Publicity.
(5) SUB Director of Art.
(6) SUB Director of Finance.

(b) The SUB Executive Board of Directors shall select, via application and interview, all programming division heads.

(c) The Director of Student Activities shall designate an advisor to SUB.

(d) All members of SUB shall serve a one-year term beginning on May 1st, with a transitory training period in effect from the date of appointment or approval of new members until May 1st. During the period, the outgoing members of SUB shall meet and work with their successors to explain the role and practical functioning of SUB.

Section 3. Powers and Duties.

(a) Student Union Board Directors.
(1) The SUB Directors shall be approved by the Senate.
(2) The SUB Directors shall provide overall direction and guidance to ensure consistency, coordination, and quality in all SUB events.
(3) The SUB Directors shall determine all SUB policies and maintain current records of these policies.

(b) Student Union Board Executive Director.
(1) The Student Union Board Executive Director shall serve as the undergraduate student body coordinator and supervisor of all phases of the operation of SUB.
(2) The Student Union Board Executive Director shall assist the SUB Director of Finance in the development and submission of a budget proposal for SUB to the Financial Management Board for the annual allocation meeting.
(3) The Student Union Board Executive Director may reject any program if it comes into conflict with the mission and/or bylaws of SUB or this Constitution.
(4) The Student Union Board Executive Director and the Director(s) of Programming shall create divisions to fulfill the diverse programming needs of SUB.
(A) The membership of each division shall consist of at least one programming division head. The divisions shall be open to student volunteers as determined by the SUB Directors.

(c) SUB Director(s) of Programming.
(1) The Director(s) of Programming shall oversee, direct, and facilitate the planning and coordination of all commissions and programs.

(2) The Director(s) of Programming shall assess undergraduate student needs and ensure that all SUB programs are consistent with these needs.

(d) SUB Director of Operations.
(1) The Director of Operations shall oversee internal communications.
(2) The Director of Operations shall oversee and revise the office policies.
(3) The Director of Operations shall oversee the maintenance of the office and the morale, retention, and recruitment of SUB membership.
(4) 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.

(e) SUB Director of Publicity.
(1) The Director of Publicity shall ensure that the undergraduate student body is effectively informed of all SUB programs.
(2) The Director of Publicity shall manage all external communication efforts for SUB.

(f) SUB Director of Art.
(1) The Director of Art shall oversee and assist in all artwork associated with events, including but not limited to graphic design and photography.
(2) The Director of Art shall work with the SUB Director of Publicity in regards to all advertising outlets.

(g) SUB Director of Finance.
(1) The Director of Finance shall maintain an accurate and timely record of all income and expenses of SUB.
(2) The Director of Finance shall approve all transactions of SUB and submit requests to the Office of the Student Union Treasurer.
(3) The incoming Director of Finance, with the assistance of the SUB Executive Director, shall develop, submit, and present the budget proposal for SUB to the Financial Management Board for the annual allocation meeting.
(4) The Director of Finance shall sit on the Financial Management Board.

(h) Appointed Programming Division Heads.
(1) The SUB Directors shall select, via application and interview, all programming division heads.
(2) Appointed programming division heads shall also assist in the recruitment of volunteer members for their division.
(3) Appointed programming division heads shall also assist with the distribution of approved SUB publicity within his or her own dorm.

ARTICLE VI

HALL PRESIDENTS COUNCIL

Section 1. Purpose.

(a) The Hall Presidents Council shall serve as an information disseminating body, provide a forum for members to discuss common matters of residential life, and coordinate programming among the 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 2. Composition.

(a) The Hall Presidents Council shall be composed of (but not limited to) the following members:
(1) The Hall President from each undergraduate residence hall.
(2) Two Hall Presidents Council Co-Chairs.
(3) Hall Presidents Council Finance Chair.
(4) Hall Presidents Council Programming Chair.
(5) Two Hall Presidents Council Social Chairs.

(b) The Director of Student Activities shall designate an advisor to the Hall Presidents Council.

Section 3. Powers and Duties.

(a) Hall Presidents Council Co-Chairs.
(1) The Hall Presidents Council Co-Chairs shall serve as chairpersons of the Hall Presidents Council and ensure its efficient and effective operation.

(2) At least one Hall Presidents Council Co-Chair shall serve as a non-voting member of Senate.
(3) One Hall Presidents Council Co-Chair will serve as a voting member on the Campus Life Council.
(4) 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.
(5) The Hall Presidents Co-Chairs shall nominate administrative assistants at their discretion with the approval of the Hall Presidents Council.
(6) 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.

(b) Hall Presidents Council Finance Chair.
(1) The Hall Presidents Council Finance Chair shall maintain an accurate and timely record of all income and expenses of the Hall Presidents Council.
(2) The Hall Presidents Council Finance Chair shall approve all transactions of the Hall Presidents Council and submit requests to the Office of the Student Union Treasurer.
(3) The Hall Presidents Council Finance Chair shall sit on the Financial Management Board.

(c) Hall Presidents Council Programming Chair.
(1) The Hall Presidents Council Programming Chair shall assist in coordinating intra-dorm events.
(2) The Hall Presidents Council Programming Chair shall assist in workshopping and developing new events.

(d) Hall Presidents Council Social Chairs.
(1) The Hall President Council Social Chairs shall be responsible for recording and totaling each dorm's Rockne scores.

ARTICLE VII

CLUB COORDINATION COUNCIL

Section 1. Purpose.

(a) The Club Coordination Council (CCC) 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.

Section 2. Composition.

(a) The Club Coordination Council shall be composed of (but not limited to) the following members:
(1) Club Coordination Council President.
(2) Club Coordination Council Vice-President.
(3) Club Coordination Council Controller.
(4) Club Coordination Council Secretary.
(5) Club Coordination Council Division Chairs.

(b) The Director of Student Activities shall designate an advisor to the Club Coordination Council.

Section 3. Powers and Duties.

(a) The Club Coordination Council President shall serve as chairperson of the Club Coordination Council to ensure its efficient and effective operation.

(b) The Club Coordination Council President shall address the Senate at least once each semester regarding the status of club funding at Notre Dame, the current means by which club leaders may obtain funding for their respective club, as well as any additional information pertaining to clubs that he or she may deem important for the Senate to know.

(c) The CCC Vice-President shall assist the CCC President in ensuring the efficient and effective operation of the Club Coordination Council.

(d) The CCC Controller shall advise the Club Coordination Council regarding all financial matters under the purview thereof.

(e) The CCC Secretary shall facilitate the distribution of information among CCC members. The CCC Secretary shall maintain the CCC's records, record minutes of the CCC meetings, and dispatch agendas for CCC

meetings. The minutes and agendas of CCC meetings shall only be sent to CCC members.

(f) The CCC Division Chairs shall supervise, facilitate, and coordinate the efforts of their respective Divisions. The CCC Division Chairs shall serve as the primary liaison between the clubs within their respective division and the CCC.

Section 4. Transition.

(a) The Club Coordination Council President, Club Coordination Council Vice-President, Club Coordination Council Controller, and Club Coordination Council Secretary shall together comprise the CCC Executive Board.

(b) Members of the CCC Executive Board shall serve a one-year term beginning March 1st of the academic year elected or appointed.

(c) The members of the incoming CCC Executive Board shall commence their roles on Student Senate, Financial Management Board, Executive Committee, and the Committee on the Budget on March 1st of the academic year elected or appointed.

ARTICLE VIII

CLASS COUNCILS

Section 1. Purpose.

(a) The Class Councils shall promote the well-being of their respective classes by sponsoring functions that promote unity among class members.

Section 2. Composition.

(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 each year.
   (1) The Sophomore, Junior, and Senior Class Officers shall select Class Council members at their own discretion.
   (2) The Sophomore Class Officers shall nominate a student Sophomore Class Advisor to assist the First Year Class Council and ensure its efficient operation prior to September 15th.

(b) The First Year Class Council shall be composed of a representative from each undergraduate residence hall.
   (1) The First Year Class Council Representatives shall elect a President, Vice-President, Treasurer, and Secretary by October 15 of the year of their election.

(c) The Director of Student Activities shall designate an advisor to each class.

Section 3. Powers and Duties.

(a) The Sophomore, Junior, and Senior Class Officers shall ensure the efficient and effective operation of the Class Councils.

(b) The First Year Class President shall ensure the efficient and effective operation of the First Year Class Council.

(c) The incoming Sophomore, Junior, and Senior Class Treasurers shall each develop, submit, and present a budget proposal for his or her respective Class Council to the Financial Management Board for the annual allocation meeting.

(d) The First Year, Sophomore, Junior, and Senior Class Treasurers shall represent the Class Councils on the Financial Management Board.

(e) The First Year Class Council shall create bylaws if instructed by their advisor. These bylaws must be approved by the organization's Student Activities advisor.

Section 4. Transition.

(a) First Year Class Representatives shall serve until May 1st of the academic year of their selection.
   (1) Between April 1 and the end of their term, First Year Class Representatives shall be considered outgoing (and no longer enumerated) and may commence responsibilities in other roles within the Student Union provided those roles do not conflict with their outgoing status.

(b) Sophomore and Junior Class Officers shall serve a one-year term beginning on May 1st of the year elected.

(c) The Senior Class Officers shall come into office on May 1st of the year elected and shall serve in those positions up until the class's five-year reunion.

(d) The incoming members of Class Council shall commence their roles on Student Senate, Financial Management Board, Executive Committee, and the Committee on the Budget on April 1st of the year elected.

ARTICLE IX

OFF-CAMPUS COUNCIL

Section 1. Purpose.

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

Section 2. Composition.

(a) Off-Campus President.
  (1) The Off-Campus President shall be elected by students who currently reside locally off campus, or will reside locally off campus during the following academic year.
  (2) The Off-Campus President shall serve a one-year term beginning on May 1st of the year elected.
  (3) The Off-Campus President shall become Off-Campus President *ex officio* beginning at the conclusion of his or her term and ending with the completion of the academic semester.
  (4) The Off-Campus President shall ensure the efficient and effective operation of the Off-Campus Council.

(b) Off-Campus Vice-President.
  (1) The Off-Campus Vice-President shall be elected by students who currently reside locally off campus, or will reside locally off campus during the following academic year.
  (2) The Off-Campus Vice-President shall serve a one-year term beginning on May 1st of the year elected.
  (3) The Off-Campus Vice-President shall become Off-Campus Vice-President *ex officio* beginning at the conclusion of his or her term and ending with the completion of the academic semester.

(c) Off-Campus Senators.
  (1) The Off-Campus Senators shall be elected by students who currently reside locally off campus, or will reside locally off campus during the following academic year.
  (2) The Off-Campus Senators shall serve a one-year term beginning on May 1st of the year elected.

(d) Off-Campus Ambassadors.
  (1) Off-Campus Ambassadors shall be appointed by the Off-Campus President no later than September 15th.
  (2) The Off-Campus President shall appoint no less than six Off-Campus Ambassadors.
  (3) Off-Campus Ambassadors will be appointed to various off-campus neighborhoods in a manner that effectively maximizes the outreach of the Off-Campus Council. Ambassadors represent the opinions of this appointed area and disseminate information in such a way that it is readily accessible to residents of this area.

(e) The Director of Student Activities shall designate an advisor to the Off-Campus Council.

Section 3. Powers and Duties.

(a) The Off-Campus President 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 Senate.

(b) The Off-Campus President shall represent the Off-Campus Council on the Financial Management Board.

(c) The Off-Campus President shall select Off-Campus Council members at his or her own discretion, including a minimum of six Off-Campus Ambassadors.

(d) The Off-Campus Vice-President shall represent the Off-Campus Council in the Departments of South Bend Engagement and Community

Outreach. The Off-Campus Vice-President may alternatively attend appropriately related departments at the discretion of the Off-Campus President.

(e) The Off-Campus Ambassadors shall report directly to the Off-Campus President on issues pertaining to off-campus life.

(f) The Off-Campus Ambassadors shall be responsible for aiding the Council in its mission to disseminate information to students living Off-Campus. Ambassadors are responsible for community outreach within their respective neighborhood, including outreach to student and non-student members of the community.

(g) The Off-Campus President *ex officio* and Vice-President *ex officio* will assist the Off-Campus President and Vice-President in transitioning during the end of the Spring academic semester.

ARTICLE X

FINANCIAL MANAGEMENT BOARD

Section 1. Purpose.

(a) The Financial Management Board (FMB) shall create, maintain, and oversee the Student Union budget and ensure the fair distribution of Student Union funds.

Section 2. Composition.

(a) The Financial Management Board shall be composed of the following voting members:
  (1) Student Union Treasurer.
    (A) The Student Union Treasurer shall serve as the Chairperson of FMB and ensure its efficient and effective operation.
  (2) Executive Controller.
  (3) SUB Director of Finance.
  (4) HPC Finance Chair.
  (5) CCC Controller.
  (6) All Class Treasurers.
    (A) The First Year Class Treasurer shall join FMB once elected.
  (7) Off-Campus President.
  (8) Judicial Council President.

(b) All voting members of FMB shall have one vote each.

(c) The Director of Student Activities shall designate a non-voting advisor to the Financial Management Board.

Section 3. Powers and Duties.

(a) Student Union Treasurer.
  (1) The outgoing Student Union Treasurer shall nominate to the Student Senate one of the Assistants to the Student Union Treasurer as a replacement prior to third Thursday in February of each year. This nomination shall be reviewed and approved by the Student Senate.
    (A) Should an Assistant to the Student Union Treasurer not be available to appoint, the Student Union Treasurer may reappoint himself/herself, if eligible to serve, or open the position to applications to the student body
  (2) The Student Union Treasurer shall serve a one-year term beginning on March 1st of the year nominated.
  (3) The Student Union Treasurer shall maintain an accurate and timely record of all finances of the Student Union.
  (4) 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.
  (5) The Student Union Treasurer has the power to freeze the funds of any account which exceeds its budget allocation.
  (6) 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.

(b) Assistants to the Student Union Treasurer.
  (1) At least two Assistants to the Student Union Treasurer shall be presented to the Senate by the first meeting in April of each year by the incoming Student Union Treasurer. The Assistants shall be approved by the Senate.
  (2) Assistants to the Student Union Treasurer shall serve a one-year term beginning on April 1st of the year nominated.

(3) 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.
(4) Assistants to the Student Union Treasurer shall serve as non-voting members on the Financial Management Board.
(A) One Assistant to the Student Union Treasurer shall oversee the Student Business Managers.
(B) One Assistant to the Student Union Treasurer shall serve as a liaison to The Shirt Project.
(5) Assistants to the Student Union Treasurer shall perform other duties as the Student Union Treasurer may determine.

(c) 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 Student Senate Committee on the Budget for approval in April of each year.

(d) The Financial Management Board shall review budget requests in an efficient and timely manner and make appropriate recommendations to the Senate.

(e) The Financial Management Board shall uphold the fiscal policy outlined in this Constitution.

(f) The Financial Management Board shall review fund usage and recommend reallocations to the Senate at any time during its term.

(g) 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.

(h) The Financial Management Board may hear appeals of Club Coordination Council funding decisions and reverse such decisions by a two-thirds vote.

(i) All decisions made by the Financial Management Board and the Student Union Treasurer may be appealed to the Student Senate.

Section 4. Meetings and Procedures.

(a) The Financial Management Board shall meet at least once every two weeks from April 1st to March 31st during the regular academic school year at a reasonable time and campus location determined by the Student Union Treasurer.

(b) 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.

(c) 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.

(d) In the event that a member of the Financial Management Board should be absent from a meeting, that member must leave notification of a proxy's attendance in advance of the meeting in order to be excused. While the proxy should preferably be an officer of the represented organization, any member of the represented organization may stand as a proxy.
(1) Should any member fail to comply with these rules or exceed a designated number of proxies as outlined in the Financial Management Board's bylaws, action will be taken as outlined in the same bylaws.

(e) The Financial Management Board shall conduct hearings throughout the academic year for additional funding requests from contingency and Carry-forward funds.

(f) The Financial Management Board shall conduct one formal review of allocations by February 1st of each year.

(g) Annual Allocation Hearing.
(1) 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. The Student Union Treasurer shall establish a reasonable time and date for the submission of budget proposals.
(2) The Student Union Treasurer shall conduct one formal meeting with a representative from each organization seeking funds prior to submission of budget proposals.

(3) The incoming Student Union Treasurer shall chair the annual allocation hearing.
(4) Budget proposals shall be presented by incoming officers and organization representatives.
(5) The outgoing members of the Financial Management Board shall recommend an appropriate allocation of funds to the Senate Committee on the Budget in April of each year. This recommended allocation of funds must be approved by two-thirds of the voting members of the Financial Management Board. These allocations shall be approved by the incoming Senate Committee on the Budget.
(6) 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.
(7) Appeals of annual allocation awards must be submitted in writing to the Student Union Treasurer no later than September 30th of each year.

(h) The records of the Student Union Treasurer shall be available for undergraduate student inspection upon request.

Section 5. Student Businesses.

(a) 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.

(b) The Student Businesses shall be composed of the following undergraduate student-operated businesses: Irish Gardens. Any new student-run business is subject to approval by a three-quarters vote of Financial Management Board.

(c) Student Business Oversight.
(1) The Director of Student Activities shall designate an advisor to the Student Businesses. An Assistant to the Student Union Treasurer shall act as a liaison between the Student Union Business and Financial Management Board.
(2) The Assistant to the Student Union Treasurer and advisor shall review all Student Business policies and maintain a current listing of these policies.

(d) Student Business Managers.
(1) The Student Business Managers shall be nominated prior to April 1st of every year.
(A) The current Student Business Managers and the Assistant to the Student Union Treasurer shall each nominate a new Student Business Manager.
(B) The current Student Business Managers and the Assistant to the Student Union Treasurer shall be able to nominate the current Student Business Manager for another term.
(C) These nominations shall be reviewed and approved by the Financial Management Board and the Senate.
(2) The Student Business Managers shall serve a one-year term beginning on May 1st of the year nominated.
(3) The Student Business Managers shall manage the daily operations and establish the policies of their respective businesses.
(4) The Student Business Managers shall make daily decisions concerning staffing, inventory, and promotion within their respective businesses.
(5) The Student Business Managers shall operate the businesses according to the policies and guidelines established by the Senate.
(6) The Student Business Managers shall submit a business plan to the Financial Management Board no later than the first Financial Management Board following spring allocations.
(7) The Student Business Managers shall provide accurate and timely reports to the assistant to the Student Union Treasurer, detailing the finances and operational condition of the Student Businesses at least once each month while classes are in session.
(8) The Student Business Managers shall perform other duties as the Financial Management Board may determine.
(9) Additions to the constitutional duties of the Student Business Managers may be

appealed to the Senate and overturned by a two-thirds vote of all Senate members.

Section 6. The Shirt Project.

(a) The Shirt Project shall endeavor to promote unity among the undergraduate student body and serve as a fundraiser for charitable causes as well as undergraduate student organizations.

(b) The Shirt Project Committee.
  (1) The President of The Shirt Project shall be nominated by the Financial Management Board and approved by the Senate prior to May 1st of each year. The incoming President shall start their term the day following the official unveiling of the previous term's Shirt.
  (2) The President of The Shirt Project shall appoint the members of The Shirt Project Committee before December 1st of each year.
  (3) The Shirt Project Committee shall oversee all aspects of The Shirt Project.
  (4) A member of The Shirt Project Committee shall report to the Financial Management Board on the operational conditions of The Shirt Project as requested.
  (5) The Shirt Project Committee shall make timely financial reports and information available to the Senate or Financial Management Board as requested.

(c) The Director of Student Activities shall designate an advisor to The Shirt Project. The advisor shall assist The Shirt Project Committee in the execution of its duties.

(d) The design and color of The Shirt shall be approved by the Financial Management Board prior to production in an efficient and timely manner.

(e) The Student Union Treasurer shall approve all expenditures relating to The Shirt Project. Any expenditure over $5,000 for The Shirt Project shall be approved by the Financial Management Board in an efficient and timely manner.

Section 7. Collaboration Fund.

(a) The Financial Management Board Collaboration Fund is intended as a means for clubs, residence halls, and organizations, such as those which have limited programming budgets, to be able to sponsor an event with a student organization that has a mutual interest in the event.

(b) The Fund shall be used whenever there is clear, mutual interest in an event.

(c) The Financial Management Board shall not consider requests for funds from previous years when deciding on presented appeals.

(d) The Financial Management Board does not support a policy of retroactive funding; all appeals shall be made before the event is to occur.

(e) Appeal.
  (1) The cosponsors shall agree on the terms of the co-sponsorship.
  (2) This agreement shall be documented on the form for the appeal to the Collaboration Fund.
  (3) The form shall be submitted to the Club Coordination Council at least two week (ten business days) before it shall be presented to the Financial Management Board at its meeting.
  (4) Once the form is completed, the club shall make an appointment with the appropriate Club Coordination Council Division Chair in order to have the appeal reviewed.
  (5) This meeting shall include, but shall not be limited to, the appropriate Club Coordination Council Representative, an officer of the club, and/or one representative of each of the cosponsors participating in the agreement.
  (6) The appropriate Club Coordination Council 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.
  (7) The Club Coordination Council Division Representative from the meeting shall then present the appeal to the Club Coordination Council.
  (8) The Club Coordination Council shall then decide whether or not to recommend the appeal to the Financial Management Board and the dollar amount to be recommended (this may be greater or lesser than the dollar amount of the initial appeal request).
  (9) Whether or not the Club Coordination Council recommends the appeal, it shall present the appeal to the Financial Management Board.

(A) The Club Coordination Council Controller shall give the cosponsors adequate notice before he or she presents their appeal to the Financial Management Board.
(B) A representative from a co-sponsoring group must attend the presentation of the appeal to the Financial Management Board.
(C) The Financial Management Board shall not hear an appeal in the absence of a representative from a co-sponsoring group.
(D) The Financial Management Board may consider both the dollar amount recommended by the Club Coordination Council and the dollar amount requested by the club.
(E) The Financial Management Board shall then vote in favor of or in opposition to the allocation of either the dollar amount recommended by the Club Coordination Council or the dollar amount requested by the club.

ARTICLE XI

SPECIAL-INTEREST STUDENT ORGANIZATIONS

Section 1. Definitions and Organizations.

(a) The following groups are defined as special-interest student organizations:
(1) Bookstore Basketball.
(A) Bookstore Basketball is a charitable organization that organizes an annual five-on-five outdoor basketball tournament to support the Jumpball Programme.
(2) Debate Team.
(A) The Debate Team competes in national policy and parliamentary debate competitions.
(3) PRISM.
(A) PRISM shall serve as an organization promoting communication among members of the LGBTQ community and their straight Allies.
(4) Junior Parents Weekend.
(A) Junior Parents Weekend is a weekend in February to allow the parents of junior students to meet and socialize.
(5) Knights of Columbus.
(A) The University supports a council of the Knights of Columbus, the Catholic fraternal organization, on campus.
(6) Diversity Council of Notre Dame
(A) The Diversity Council shall serve as a forum where students may collaborate with faculty and University administrators regarding matters affecting the traditionally marginalized and underrepresented students.

(b) Where appropriate, these organizations shall present bylaws to their advisor no later than October 1st of each year for approval.

Section 2. Powers.

(a) The Student Body President or his/her designee shall notify the special-interest student organizations in the event that business is placed on the Senate agenda relating to this Article or the special-interest student organizations.

(b) In the event that any item of business pertaining to this subsection or the special-interest student organizations should come before the Senate, the special-interest student organizations may each send a representative to Senate to speak on their behalf.

Section 3. Funding.

(a) Special-interest student organizations shall be provided funding with funds made available for FMB allocation to organizations of the Student Union.

(b) Special-interest student organizations shall each submit a budget request to the Student Union Treasurer, which shall include estimates of available outside funding, such as funding by a University office or expected endowment return.

(c) Special-interest student organizations shall be eligible for winter reallocation and use of the FMB Collaboration Fund.

(d) The Financial Management Board shall allocate the funds available to the special-interest organizations as it sees fit, taking into account availability and expectation of outside funding.

ARTICLE XII

JUDICIAL COUNCIL

Section 1. Purpose.

(a) The Judicial Council shall work to ensure that the Student Union operates ethically and within this Constitution, bylaws, and statutory codes. The judicial power of the Student Union shall be vested in the Judicial Council.

Section 2. Composition.

(a) The Judicial Council shall be composed of (but not limited to):
  (1) Judicial Council President.
  (2) Judicial Council Vice-President of Elections.
  (3) Judicial Council Vice-President of Peer Advocacy.
  (4) Student Union Parliamentarian.
  (5) Student Union Historian.
  (6) Judicial Council Vice-President of Operations
  (7) Hall Election Coordinators.
  (8) Election Council.
  (9) Peer Advocates.
  (10) Student Union Ethics Commission.

(b) The Director of Student Activities shall appoint an advisor to the Judicial Council.

Section 3. Powers and Duties.

(a) The Judicial Council shall have the sole power to hear petitions to decide interpretive questions of all Student Union enactments, including their constitutionality; enjoin the enforcement of enactments found unconstitutional; and issue binding opinions regarding questions of interpretation.

(b) Judicial Council President.
  (1) The Judicial Council President shall be nominated before March 15th of each year by the outgoing Judicial Council President and approved by the outgoing Senate.
  (2) The Judicial Council President shall serve a one-year term beginning on April 1st of the year nominated.
  (3) The Judicial Council President shall serve as the chairperson of the Judicial Council and ensure its efficient and effective operation. The chairperson shall vote in the event of a tie.
  (4) The Judicial Council President shall serve as a non-voting member of the Senate.
  (5) The Judicial Council President shall nominate the Vice-President of Elections, Vice-President of Peer Advocacy, and Vice-President of Operations prior to the end of each regular academic year. The Senate shall review and approve these nominations.
  (6) The Judicial Council President shall serve as the Chairperson of the Student Union Ethics Council. The Chairperson shall vote in the event of a tie.
  (7) The incoming Judicial Council President shall nominate a Parliamentarian and Historian to the Senate at the first Senate meeting of its term. The Senate shall review and approve this nomination.
  (8) The Judicial Council President along with the Judicial Council advisor shall be responsible for verifying the validity of all votes cast in any election in accordance with the elections regulations stipulated in Article XV of this Constitution.
  (9) At the first Senate meeting each term, the Judicial Council President shall administer the oath of office to Officers of the Student Union, including the Student Body President and Vice President, in the manner prescribed by the Bylaws of the Judicial Council. The Student Body Vice President shall subsequently administer the oath of office to the Senators in the manner prescribed by the Bylaws of the Student Senate.
  (10) The Judicial Council President shall make applications for the Judicial Council Vice-President positions, Student Union Parliamentarian, and Student Union Historian available to the student body.

(c) Judicial Council Vice-Presidents.
  (1) The Judicial Council Vice-Presidents shall serve a one-year term following Senate approval.
  (2) The Judicial Council Vice-President of Elections.
    (A) The Judicial Council Vice-President of Elections shall coordinate the duties of the Hall Election Coordinators, Election Council, and the elections in accordance with the election stipulations in Article XV of this Constitution.
    (B) The Judicial Council Vice-President of Elections shall serve as the Chairperson

of the Election Council of the Judicial Council.

(3) The Judicial Council Vice-President of Peer Advocacy.

(A) The Judicial Council Vice-President of Peer Advocacy shall coordinate the duties and training of any selected undergraduate student advocates.

(4) The Judicial Council Vice-President of Operations.

(A) The Judicial Council Vice-President of Operations shall ensure the efficient and effective operation of the Judicial Council, and assist the Judicial Council President and other Officers in the administration of the Judicial Council, which may include communication, financial, technical, or fundraising efforts.

(5) The Judicial Council Vice-Presidents shall perform other duties as the Judicial Council President may determine.

(d) Student Union Parliamentarian

(1) The Parliamentarian shall advise the Chairperson of the Senate and Campus Life Council regarding parliamentary procedure and The Standard Code of Parliamentary Procedure.

(2) The Parliamentarian 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.

(3) The Parliamentarian shall serve as chairperson of the Committee on the Constitution.

(e) Student Union Historian

(1) The Historian shall be responsible for the maintenance, preservation, and continued growth of the Judicial Council and overall Student Union archives.

(2) The Historian shall disseminate and make publicly accessible all archival material.

(3) The Historian shall be available to Student Union Organizations, leaders, and groups to advise on matters of relevant history and precedent.

(4) The Student Union Historian shall serve as a non-voting member of the Senate, and shall track all substantive changes to the Constitution.

(f) Election Council.

(1) The Election Council shall review all allegations of potential election misconduct and all potential violations of electoral regulations.

(2) The responsibilities of the Election Council and the Judicial Council Vice-President of Elections include, but are not limited to, the administration of the functional aspects of elections.

(3) The Election Council shall be composed of a minimum of seven voting members and no more than eleven members. The Election Council shall have seven voting members serving in its capacity to review allegations of potential election misconduct.

(A) The Judicial Council President and Vice-President of Elections shall interview and select undergraduate students for this purpose.

(B) It is the responsibility of the Judicial Council to make the student body aware of interviews for these positions.

(C) The Senate shall review and approve each of the members.

(D) The Election Council shall be selected before petitions are distributed for elections of First Year Class Council representatives.

(E) To select the seven voting members, the Vice President of Elections will contact the entire Election Council through email and other means necessary, and the first seven members to reply stating they will be in attendance will become the voting membership for the duration of the entire allegation.

(F) The remaining members of the Election Council, if applicable, not serving in a voting role during the allegation, will be given priority in the event of a new allegation. The remaining voting member spots will be filled from those Election Council members having already served in an allegation following the same procedure outlined in Subsection (d)(3) of Section 12.3 of this Constitution.

(G) This procedure will continue for as many allegations as are necessary during the term of the Election Council.

(4) The Parliamentarian shall serve as a non-voting member of the Election Council

to impartially advise the committee on all constitutional matters.

(5) The Judicial Council President shall serve as a non-voting member of the Election Council *ex officio*.

(6) The Vice-President of Elections will serve as the chair of the Election Council.

(7) Voting members of the Election Council hold an enumerated position and may not hold any other enumerated position concurrent with their time of service on the Election Council, in accordance with Section 1.3 of this Constitution.

(8) Election Council members may not campaign for any ticket while holding this position.

(9) If at any time a member of the Election Council is unable to give an unbiased judgment regarding an allegation of election misconduct, either by his or her own estimation or the decision of the Council by majority vote, that member must recuse him or herself from the proceedings of the Council which regard that particular allegation. The Vice President of Elections may choose one of the additional members of the Election Council to serve as a replacement for this particular allegation using the same procedure outlined in Subsection (c)(3) of Section 13.3 of this Constitution.

(g) Peer Advocacy.

(1) 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.

(2) The Judicial Council shall interview and select undergraduate student advocates at its discretion.

(h) Hall Election Coordinators.

(1) A Hall Election Coordinator shall be appointed by the president of each residence hall by September 15th.

(2) Hall Election Coordinators shall be responsible for ensuring each hall election proceeds according to the guidelines stipulated in this Constitution.

(3) The Hall Election Coordinators are responsible for distributing election information and guidelines to the Hall Councils, monitoring voting sites, and administering awareness for the rules of elections within their Hall.

(4) Hall Election Coordinators shall be overseen by the Vice-President of Elections.

(i) 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.

Section 4. Hearings.

(a) All allegations of election misconduct are to be submitted to the Judicial Council. All potential violations must be reported within 48 hours of the time committed or within one hour of the end of voting, whichever is sooner.

(b) The Vice-President of Elections along with the Judicial Council President and the advisor to Judicial Council shall decide if the allegation has merit and shall proceed to the consideration of the Election Council. If the allegation is determined to have merit, the Vice-President of Elections must then call together the members of the Election Council to review the allegation.

(1) The Vice-President will present the allegation.

(2) The accused party and the accusing party will both be permitted to speak and to call witnesses on their behalf.

(3) The alleged party shall have the right to a Peer Advocate or a Judicial Council Officer who has undergone Peer Advocate training to advise them. They shall also have the right to call a 10-minute recess of the Election Council.

(4) Where not outlined in the Constitution or its bylaws, the hearing shall follow the procedures outlined in *The Standard Code of Parliamentary Procedure*.

(c) The Election Council will then meet in a private forum for discussion and debate.

(1) The Election Council must obtain a 2/3 quorum.

(2) The Election Council will decide whether the campaign/candidate/ ticket in question is in violation of election or campaign rules.

(3) If a violation has occurred, the Election Council shall determine appropriate sanctions and/or penalties.

(4) Both decisions require a majority vote of the Election Council. In the event of a tie, the chair will vote.

(d) All verdicts, motions, votes, and decisions are to be recorded by the Election Council for the purposes of notification and appeals.

(e) Any time an allegation is resolved, the Chair of the deciding body shall write an opinion explaining the reasoning behind the result, which shall be reviewed by the Judicial Council President and Advisor to Judicial Council before being released.
   (1) In the event that a constitutional violation was found, they shall release the result, including any sanctions imposed, to the alleging and alleged parties and to campus media, and may also publicize the opinion with the alleging party's name redacted.
   (2) In the event that no constitutional violation was found despite a hearing of the Election Council, they shall release the result to the alleging and alleged parties, and may also publicize the opinion with all names redacted after the conclusion of the pertinent election.
   (3) In the event that the allegation was found to lack merit to proceed to a hearing of the Election Council, they shall release the result to the alleging party, and may also publicize the opinion with all names redacted after the conclusion of the pertinent election.
   (4) All other information pertaining to allegations and hearings shall remain confidential, and they may withhold the reasoning behind any decision in light of the confidentiality concerns it implicates.

(f) The Election Council must convene within 36 hours of the submission of the allegation to the Vice-President of Elections.

(g) In the event that the full Election Council has not yet been assembled at the time of an allegation, or if the Election Council cannot reach quorum within the 36 hours of the submission of the allegation, the Judicial Council President and Vice-President of Elections shall issue a decision and appropriate sanctions based on their judgment of the facts of the allegation.

(h) The decision of the Election Council can only be appealed if there existed a procedural defect in the allegation hearing or if there is new evidence to present. Any penalties imposed by the Election Council shall stand until the appeal is heard. Appeals of the decision of the Election Council based on procedural defects or new evidence must be filed within 12 hours of the hearings and shall be addressed directly to the Senate. The Chairperson of the Student Senate and the Judicial Council President along with the advisor to the Student Senate shall decide if the appeal has merit and shall proceed to the consideration of the full Senate.

(i) If the Senate overturns the decision of the Election Council, the Committee must reconvene within 24 hours to reconsider the allegation in light of the Senate's decision. This decision of the Election Council, which must be informed by the written report of the Senate and may not be identical to the original decision, is final.

(j) Any allegation or appeal submitted may be withdrawn in writing before the appropriate meeting is called to order.

Section 5. Debates.

(a) The 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.

(b) In the event of a run-off election, the Judicial Council shall host an additional debate between the run-off candidates on the Sunday following the primary election.

(c) In the event of a run-off special election, the Judicial Council shall host an additional debate between the run-off special election candidates before voting occurs.

Section 6. Student Union Ethics Council.

(a) The Student Union Ethics Council shall be in charge of reviewing and enforcing all attendance policies set forth in each Student Union organization's bylaws. Furthermore, the Ethics Council will oversee the faithful completion of the duties of each position enumerated in this Constitution as well as outgoing First Year Class Council representatives. Should the Ethics

Council be notified 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 applicable bylaws, the Ethics Council may take appropriate action outlined in this Section. This action may include, but is not limited to, censure, written apology, and bill of impeachment.

(1) Individual branches of the Student Union may or may not, at their discretion, provide within their own bylaws to the Ethics Council the power to remove members of said branch. Members of branches which do not have said language in their bylaws may not be removed by the Ethics Council. Additionally, no elected official in the Student Union may be removed from office by the Ethics Council.

(b) One member of each of the following groups shall be chosen at random to serve on the Student Union Ethics Council:

(1) Each Class Council's Officers.
(2) Student Union Board Executive Board of Directors.
(3) Residence Hall Senators.
(4) Club Coordination Council Executive Board.
(5) Hall Presidents Council Executive Board.
(6) Off-Campus Council Officers.
(7) The Judicial Council President shall chair the Commission and shall vote in the event of a tie.
(8) The Parliamentarian shall serve as a non-voting member of the Student Union Ethics Council to impartially advise the committee on all constitutional matters.

(c) Commissioners shall be chosen by May 1st of the term they serve in their respective organizations, with the exception of the commissioner from the First Year Class Officers, who shall be chosen in conjunction with their election. All commissioners shall serve until May 1st of the following calendar year. Commissioners shall be chosen at random within each of the aforementioned groups. The person chosen may accept or decline the position; this process shall continue until a representative accepts the position.

(d) When an allegation is brought forth against an individual from any Student Union organization, the Ethics Council representative from that organization will automatically be recused from the hearing, and that organization's position on the Ethics Council will be voided for that hearing.

(e) In the event that an allegation is brought against the Judicial Council President, he or she must recuse himself or herself. The remaining commissioners shall elect a chairperson from their ranks to serve until such allegation is resolved.

(f) In the event that an allegation is brought against a commissioner other than the Judicial Council President, said commissioner must recuse himself or herself. The group represented by said commissioner shall select from its ranks a representative to fill the vacant position until such allegation is resolved, using the same procedure outlined in Subsection (c) of Section 12.6 of this Constitution.

(g) If at any time a commissioner is unable to give an unbiased judgment, either by his or her own estimation or the decision of the Commission by majority vote, said commissioner must recuse himself or herself. The group represented by said commissioner shall select from its ranks a representative to fill the vacant position until such allegation is resolved, using the same procedure outlined in Subsection (c) of Section 13.6 of this Constitution.

(h) The Student Union Ethics Council shall aid the Senate in the selection process of the Michael J. Palumbo Award as defined in Article XVII of this Constitution.

ARTICLE XIII

REMOVALS, RECALLS, AND VACANCIES

Section 1. Impeachment and Removal.

(a) If any Senator or elected member of the Senate finds that any elected official or any official appointed and approved by the Senate should be removed from office due to their behavior or misconduct, they are obligated to report the issue to the Student Union Ethics Council. The Student Union Ethics Council shall then convene to review the allegation and provide a recommendation regarding further action.

(b) If the Student Union Ethics Council finds that any elected official (besides a Hall President except in cases of eligibility) or any official appointed and approved by the Senate should be

removed from office due to their behavior or misconduct, a hearing to consider the Bill of Impeachment shall be conducted at the next regular meeting of the Senate or within one academic school week. In the event that a Senator disagrees with the recommendation of the Student Union Ethics Council, they may then submit a Bill of Impeachment directly to the Senate.

(1) 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.

(c) A majority vote of the members of the Senate on a Bill of Impeachment shall constitute impeachment and shall call for a hearing to be conducted at the next regular meeting of the Senate or within one academic school week, whichever is later.

(1) A hearing must be conducted before the vote for removal may be taken.

(2) 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.

(d) The executives of Student Union organizations or bodies have the right to introduce a Bill of Removal before the Senate for individuals who hold an enumerated or Senate-confirmed position within their organization or body in accordance with their organization's bylaws. This process must be outlined in the bylaws of all Student Union organizations.

(1) Whereupon a removal hearing shall be held at the next regular Senate meeting or within one academic school week, whichever is later.

(2) A hearing must be conducted before a vote for removal may be taken.

(3) A two-thirds vote of the entire voting membership of the Senate, supporting the allegations of misconduct as stipulated in a Bill of Removal, shall result in removal from office.

(4) A Bill of Removal may not be issued for an Executive Officer or Officer of the Senate.

Section 2. Recall of Elected Officials.

(a) A valid signature for the purpose of recall must include the full name and Notre Dame email of the signing undergraduate student. 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. The Judicial Council shall be responsible for verifying the validity of all signatures.

(b) A petition bearing the valid signatures of 15% of the undergraduate student body currently residing locally shall cause the Judicial Council 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.

(c) A petition bearing the valid signatures of 20% of any other elected official's constituency shall cause the Judicial Council to hold a recall election for that official within two academic weeks of presentation of the petition;

(d) 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 Notre Dame email address of the signing student.

(e) 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 3. Vacancies.

(a) In the event of a vacancy in an elected office due to resignation or removal, a new election shall be held within two academic weeks. The vacancy may not be filled by any individual who

previously held the position during the current term.

(b) Should a provision be provided for replacement of a member in an organization's bylaws that do not conflict with the following exceptions, it shall take precedence over the general provision for the mandatory new election within two academic weeks:
  (1) 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.
  (2) 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.
  (3) In the event of a vacancy in the office of the Student Body President, the Student Body Vice-President shall become Student Body President.
  (4) 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 Senate approval.
  (5) In the event that the offices of both the Student Body President and Student Body Vice-President shall simultaneously become vacant, the Senate 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.
  (6) 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 Senate to serve as Acting Student Union Treasurer until such time as the Senate approves the appointment of a new Student Union Treasurer.
  (7) 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 Senate.
  (8) 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.
  (9) 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 Senate. 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 Senate.

ARTICLE XIV

PETITION, INITIATIVE, AND REFERENDUM

Section 1. General Provisions.

(a) A valid signature for the purpose of petition or initiative must include the full name and Notre Dame email of the signing undergraduate student. The Judicial Council shall be responsible for verifying the validity of all signatures.

(b) A petition bearing the valid signatures of 200 members of the undergraduate student body shall cause the Senate to consider a specific resolution or order within two academic weeks of the presentation of the petition to the Senate.

Section 2. Initiative.

(a) A petition containing the signatures of 15% of the undergraduate student body shall create an initiative.

(b) 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.

Section 3. Referendum.

(a) 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.

(b) The Senate may place a referendum item in front of the undergraduate student body by a simple majority vote.

ARTICLE XV

ELECTIONS

Section 1. General Provisions.

(a) Any Notre Dame undergraduate student in good academic standing as determined by the Office of the Registrar and good disciplinary standing as determined by the Office of Community Standards is eligible for candidacy.

(b) A candidate/ticket shall be defined as any undergraduate student(s) with the intent of seeking office who are therefore subject to election regulations. Individuals engaged in petitioning shall be considered candidates.

(c) Candidates are expected to behave ethically at all times. Involvement in or instruction of others to engage in any unethical behavior will be determined and penalized by the Election Council of the Judicial Council.

(d) Petitioning and campaigning may be held only over a period specified by the Judicial Council. No candidate may petition or campaign outside of the petitioning or campaigning period.
   (1) Petitioning consists of any public contact for the solicitation of signatures to get on a ballot. For the purpose of petitions, the original signature of an undergraduate student shall be required to signify approval of a candidate/ticket's placement on the ballot. The Judicial Council shall determine the petitioning medium and shall be responsible for determining the validity of petitioning signatures.
   (2) Campaigning consists of any public contact for the solicitation of votes. Personal appearances, placement of posters, or distribution of any election materials shall be considered campaigning.
   (3) Petitioning or campaigning within LaFortune is not allowed in the 1st floor main lobby, 2nd floor, or 3rd floor. Petitioning or campaigning within Duncan Student Center is allowed only on the 1st floor, with the exception of the radio station WVFI and other campus media outlets with prescheduled appointments only. No petitioning or campaigning may take place in or near any Student Union office or venues occupied by the Student Union, or any space that is funded by the Student Activities Office. No one may petition or campaign in any venue while occupied by a class period, exam, or during the passing period directly before or after within the class venue. All petitioning and campaigning must adhere to all Student Activities Policies.

(e) E-mail as a source of campaigning may be used; however, the use of an official mailing list, group chat, or mass communication server owned or operated by any student club or organization, University department, or University office is prohibited. Unofficial mailing lists, group chats or mass communication servers within Residence Halls may be used for campaigning.

(f) Endorsements shall include public, formal, or organized communication or appearances indicating support for a candidate/ticket.
   (1) Student groups or organizations may not utilize any organizational funds (allocated or unallocated) in support of candidates for student office.
   (2) No Student Union Organization; Judicial Council Officer; Member of the Election Council; member of the Senate apart from Executive Cabinet Department Directors; or University department, office, or official may endorse a candidate/ticket for office, and no candidate/ticket shall seek or claim to have received any such endorsement.
   (3) Individuals outlined in Article XV, Section f(2) of this Constitution may not issue any endorsements during the petitioning phase, and no candidate/ticket shall seek or claim to have received any such endorsement.

(g) Social Media.
   (1) A personal social media account or page may be used to campaign. If a candidate uses their personal media account or page

for their campaign, that personal account or page must be made accessible to the Judicial Council. All actions on a personal account or page which may be construed as campaigning must adhere to the guidelines detailed in this Article.

(2) "Social Media," as a rapidly developing and changing field, shall be interpreted by the Election Council on an ongoing basis. In the event of new or changing policies, candidates will be informed before the release of petitions.

(h) Candidates are expected to adhere strictly to campaign finance regulations. Failure to adhere to these regulations shall be considered a highly serious breach of campaign rules, the penalty for which shall be forfeiture of candidacy.

(1) With the sole exception of individual labor, candidates are prohibited from spending any funds or receiving any external contributions during the petitioning period.

(2) A campaign limit is set for all elections. 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. The Judicial Council shall make available funds to reimburse the candidates/tickets for expenses incurred for the purpose of campaigning. These expenses must have been presented to the Election Council. Reimbursements shall not exceed the campaign spending limit, and the Judicial Council President shall approve these reimbursements.

(A) A campaign limit is set for all Student Body Presidential and Vice-Presidential candidates' tickets at $200.00.

(B) A campaign limit is set for all First Year Class Council candidates at $20.00

(C) A campaign limit is set for all Class Officer candidates at $75.00.

(D) A campaign limit is set for all Senator, Hall President and Hall Vice-President(s) candidates at $50.00.

(E) A campaign limit is set for all Off-Campus candidates at $75.00.

(3) If tickets are formed amongst any of these positions the spending limit shall apply to the entire ticket and not to the individuals who make up the ticket. Combining campaigning funds of more than one ticket is not permitted and shall result in forfeiture.

(4) Receipts for all election materials purchased or donated must be presented to the Election Council or Hall Election Coordinator prior to any use of the materials. All receipts must be accompanied by a list of materials purchased.

(5) Failure to disclose the proper cost of any election materials is a highly serious breach of campaign rules. Penalty shall be forfeiture of candidacy.

(6) In the event that an election proceeds to a runoff, all tickets in the runoff may have a nominal increase in their funding equivalent to 20% of the funding initially allocated for the primary election.

(i) The Judicial Council President and the Judicial Council advisor shall be responsible for verifying the validity of all votes cast in any election.

(1) Blank votes, unapproved write-ins, or split ticket votes shall not count as valid votes and shall not be considered in the final tally.

(j) No new bylaws pertaining to elections may be put into practice after petitions become available without a three-fourths vote of the Senate.

(k) 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.

Section 2. Student Body President, Vice-President, and Class Councils.

(a) The exact date of the elections for Student Body President, Vice-President, and Class Officers shall be announced before January 30th each year.

(b) There shall be an informational meeting for all candidates. All rules and regulations will be explained and discussed. It is the responsibility of all candidates to be fully aware of the official election rules as outlined in this Constitution, Election Bylaw, and relevant University regulations.

(c) 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 Council.

(d) No petition shall be accepted after the deadline without prior written approval of the Election Council. A new member on a ticket without approval by the Election Council must get new signatures. Only official petitions as distributed by the Judicial Council may be used. An official list of candidates shall be posted outside the Student Government Office.

(e) Copies of all physical campaign materials, including but not limited to posters, flyers, and table tents, must be submitted to the Election Council and stamped for approval by a member of the Election Council, excluding the Parliamentarian, before posting.
   (1) 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.

(f) 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 before the date of the election:
   (1) Candidates must furnish independent proof of good academic standing from the First Year of Studies or the Office of the Registrar and proof of good disciplinary standing from the Office of Community Standards.
   (2) The Election Council shall not undertake the responsibility of informing the student body of write-ins' placement on the ballot.
   (3) Candidates must submit a petition with 100 unique signatures in addition to the required number of signatures for the position.
   (4) All materials for write-in candidacies must be submitted for approval by the Judicial Council no later than four (4) calendar days before the election.

(g) Student Body President and Vice-President Election.
   (1) Candidates for Student Body President and Student Body Vice-President must run on the same ticket. Students may not split tickets when voting.
   (2) The primary election for Student Body President and Vice-President shall be held on the fourth Wednesday of the second semester. The run-off election will be held on the Monday following the primary.
   (3) Petitions for the Office of Student Body President and Vice-President shall require 700 signatures for the placement on the ballot. Petitions will be made available at noon on the first Wednesday of classes of the second semester. The deadline for the filing of all petitions is noon of the Friday of the following week.
   (4) The Judicial Council shall facilitate campus debates for the candidates running for Student Body President and Student Body Vice-President.

(h) First Year Class Council.
   (1) First Year Class Council Representatives shall be elected by a majority vote of the first years in each residence hall by the fourth Friday of the academic year.
   (2) A first year shall submit to the Election Council a petition of no less than 10% of his or her residence hall's first year residents to be considered an eligible candidate.

(i) Class Officer Election.
   (1) The Class Officers Elections shall be held before March 8th each year.
   (2) 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.
   (3) Petitions for class officers shall require 200 signatures for the placement on the ballot.

Section 3. Hall Elections.

(a) General Hall Provisions.
   (1) All hall elections are to be conducted by the Hall Election Coordinator.
   (2) Each Hall Election Coordinator is responsible for following the guidelines set forth by the Judicial Council.
   (3) Each Hall Election Coordinator must hold an information session for students interested in the positions.

(b) Hall Senator, President, and Vice-President(s).
   (1) The election for Senator shall be held prior to March 8th of each year. The election for President and Vice-President(s) shall be held before April 1st each year. The Judicial Council reserves the right to specify dates

for hall elections pending the approval of the Hall Presidents Council. In the absence of specified dates, hall election dates may be determined by the Hall Election Coordinator, but must be conducted prior to the final meeting of the current Student Senate and Hall Presidents Council.

(2) The residence hall Senator and President must reside in the residence hall that he or she wishes to represent during the entire term of office. Halls may not have more than one person fulfill any of these positions during a term.

(3) Each hall may have up to two Vice-Presidents. If a hall has two Vice-Presidents, they shall serve in different semesters. The Vice-President must reside in the residence hall during the semester in which that Vice-President is serving. Vice-Presidents who split up their terms must run on a ticket together.

(4) Each hall shall be responsible for determining the formation of tickets amongst any or all of the elected hall positions.

(A) The Judicial Council may require a specific ticket formation for halls opting to use the Judicial Council online voting procedures.

(5) Each hall shall be responsible for petitions for candidates and/or tickets.

Section 4. Off-Campus Elections.

(a) The election shall be held on or before the third full week of April of each year.

(b) The Off-Campus President, Vice-President and the Off-Campus Senators must reside locally off campus during the following academic year.

(c) Candidates for Off-Campus President and Vice-President must run on the same ticket. Students may not split tickets when voting.

(d) Students currently living locally off campus, and students living locally off campus during the following academic year, are eligible to vote for Off-Campus elected positions.

Section 5. Election Results.

(a) To win any single-seat election, a candidate/ticket must receive a majority of valid votes cast. There shall be an option for the voter to abstain on the ballot, but a vote to abstain will not count as a valid vote.

(1) 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.

(2) In the event of a tie in the election of a Senator, Hall President, Hall or First Year Class Council election, additional run-off elections shall be held in the individual residence hall until a majority is obtained.

(3) In the event of a tie in the run-off election for the Student Body President, Student Body Vice-President, or Class Officers, or in the event that neither ticket receives a majority of the valid votes in the run-off election, the ticket/candidate which wins the most amount of Senate constituencies shall win the election.

(A) The Senate constituencies shall include and are limited to each undergraduate residence hall, who shall be represented by their respective undergraduate residence hall Senators, and the off-campus residents, who shall be represented by the Off-Campus President.

(B) The Student Senate shall convene a special meeting for the purpose of observing the Judicial Council President announce the run-off election results from the individual Senate constituencies.

(C) The Judicial Council President shall announce the candidate/ticket who received the most votes in each Senate constituency.

(D) The Judicial Council shall not release any information regarding the results from the individual Senate constituencies prior to this meeting to any person.

(E) If there is a tie between the candidates/tickets in a Senate constituency, the respective Senator shall cast the deciding vote at this special meeting.

(F) If there is a tie between the candidates/tickets in a Senate constituency and the Senator is not present, the Senate constituency's vote shall be voided.

(G) If the Senate constituencies stand equally divided, the Chairperson of the Senate shall cast the deciding vote.

(b) In the event that a candidate/ticket in a run-off election forfeits, whether due to choice or by sanction, a special election will be given to the student body.
   (1) The two top remaining tickets with the highest vote total from the primaries will be introduced in the run-off special election.
   (2) The special election shall take place no later than four days following the forfeiture of the candidate/ticket.
   (3) The two remaining tickets may receive a nominal increase of $35 to their spending limit.

(c) The results of any election will be defined by either the number of votes or percentage of votes each candidate/ticket receives in a specific election. This information, as well as overall voter turnout, must be released according to the specifications below in all primary and run-off elections.
   (1) For any Student Body President/Vice President Election, the results shall be made public to the undergraduate student body.
   (2) For any Class Council Officers Election, the results shall be made public to the members of that class.
   (3) For any Hall Election, the results shall be made public to the Rector and Hall Elections Coordinator, if applicable, and may be requested by any member of that hall, and may be released to the full residence hall at the discretion of the Rector and Hall Elections Coordinator

(d) No election result may be released to the public while any allegation or appeal related to that election is pending.

ARTICLE XVI

STUDENT UNION FISCAL POLICY

Section 1. Preamble.

(a) 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 of the University of Notre Dame.

Section 2. General Guidelines.

(a) 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.

(b) The student activity fee shall be a separately itemized fee on each student's bill for both the fall and spring semesters.

(c) The Student Union fiscal year shall coincide with the University's fiscal year and extend from July 1st to June 30th.

(d) Student activity fee revenue may be used for, but shall not be limited to, the following purposes:
   (1) Social events, seminars, workshops, retreats, and conferences.
   (2) Equipment, supplies, and materials required for the operation of student programs and activities.
   (3) Travel and per diem for students and professional staff members participating in student programs and activities.
   (4) Premiums for liability and casualty insurance coverage for students serving in official capacities or participating in such programs and activities.
   (5) Dues for institutional national charter memberships in recognized student organizations.
   (6) Salaries and compensation to students serving in official capacities, or to any other full or part-time employees of the Student Union.

Section 3. Method of Allocation.

(a) 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.
   (1) 50% of The Shirt Project profits per annum, less $125,000 to be made available for FMB allocation, shall be invested in the Student Union Endowment. The remaining 50% of The Shirt profits shall be distributed as specified in Article XVI, Section 11, and Article XVI, Section 12.
   (2) The initial quantity of The Shirt ordered shall be directed toward achieving an estimated net profit of no less than $250,000.

(b) 40% of the funds available for FMB allocation shall be allotted to the line item "Clubs and Organizations" as the minimum amount designated for distribution by the Club Coordination Council with final review by the Financial Management Board.

(c) 0.75% of the funds available for FMB allocation shall be placed in a contingency fund to be allocated by the Financial Management Board for the purpose of co-sponsorship; at least one club and one other Student Union organization must be involved.

(d) The remaining 59% of available funds shall be distributed among the following Student Union organizations:
  (1) Student Union Board.
  (2) Office of the Student Body President.
  (3) Student Senate.
  (4) Hall Presidents' Council.
  (5) First Year Class.
  (6) Sophomore Class.
  (7) Junior Class.
  (8) Senior Class / Senior Week.
  (9) Off-Campus Council.
  (10) Office of the Student Union Treasurer.
  (11) Judicial Council.
  (12) Club Coordination Council.
  (13) Any other areas deemed appropriate by the Financial Management Board with the approval of the Student Senate.

(e) 0.25% of available funds shall be allocated to the special-interest student organizations.

(f) Groups within the Student Union shall budget as necessary to ensure that they spend only the dollar amount allocated during each fiscal year.
  (1) 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.
  (2) 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 must be finalized by October 31st to permit the necessary funds transfer prior to November 1st, as outlined above;

Section 4. Special Limitations.

(a) Allocated funds may not be used for the purchase of alcoholic beverages, tobacco products, or other controlled substances of any kind.

(b) Student Activity fees may not be used for charitable contributions.
  (1) Charitable contributions shall include, but not be limited to, direct donations to charities or individuals, and gifts, prizes, and awards for non-students.
    (A) Gifts purchased with funds from the Student Senate account with the express purpose of furthering relations between the Notre Dame Student Union and relevant bodies shall not be considered charitable contributions.
    (B) 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 for exceptions to Subsection 18.4.b.1 above may be made to the Financial Management Board prior to the holding of the event.
  (2) Student Activity fees may be used to fund Notre Dame students' participation in service work.
    (A) 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.
  (3) 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.
    (A) The net profit of a fundraising event may be donated to charity.
    (B) 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.

(4) The Financial Management Board shall grant approval to appeals for exceptions to this Subsection if all of the following are met:
   (A) The event furthers the mission and purpose of the group.
   (B) The event educates or entertains the students of the University.
   (C) Use of student activity fees does not violate any of the other provisions of the fiscal policy of the Student Union.

(c) Allocated funds may not be used for the support of candidates whether federal, state, local, or University level.

(d) 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 5. Political Activities.

(a) Funds of any type (allocated or unallocated) cannot be used for a direct contribution to any candidate for political office, including student elections.
   (1) The Judicial Council, exclusively for purposes of indiscriminately reimbursing student campaigns pursuant to Article XV, Section 1(h)(1), is exempt from this rule and may use their funds to complete the reimbursement to the candidate.

(b) Any appearance by political candidates, elected officials, or their surrogates shall follow the previously-adopted rules for campaign appearances as described in the Office of Public Affairs and Communications (OPAC) guidelines.

(c) Only the political clubs (College Democrats, Libertarians, and Republicans) shall be permitted to use funds of any type (allocated or unallocated) for the following activities:
   (1) Selling and/or purchasing t-shirts supporting a particular candidate.
   (2) Holding rallies with student speakers and/or professors, but without the appearance of political candidates, elected officials, or their surrogates.
   (3) Developing, posting, and distributing signage and promotional materials regarding the parties' positions and the candidates.
   (4) Taking a club bus trip to a candidate appearance in a nearby city.
   (5) Endorsing a candidate.
   (6) None of these activities may be used to support a candidate for student office except for endorsement. No funds of any type (allocated or unallocated) may be used to support a candidate for student office.

(d) The aforementioned activities shall be clearly indicated and properly attributed to the student club, and not seen as a University-sponsored event.
   (1) This includes conspicuous identification as a club and a disclaimer that it is not a University-sponsored event, either orally or in writing, at rallies and other events, and on club websites.

Section 6. Financial Management Board Approvals.

(a) The salaries, if any, of elected and/or appointed officials shall be approved by the Financial Management Board and the Student Senate.

(b) Any event which has sum obligations greater than $5,000, or 10% of the requesting organization's total budget, whichever is the larger amount, shall be approved by the Financial Management Board.

(c) Any disbursement over $5,000, or 10% of the requesting organization's total budget, whichever is the largest amount, shall be reported to the Treasurer and approved by the Financial Management Board.

(d) 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.

(e) 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.

(f) The Senate may hear appeals of Financial Management Board decisions and reverse these decisions by a two-thirds vote of all Senate members.

Section 7. Student Business Financial Guidelines.

(a) The Financial Management Board shall monitor the finances of the Student Businesses.

(b) The Student Businesses shall have no initial allocation; however, the Student Union Treasurer may submit a request for funds in order to cover general office expenses.

(c) Requests for capital expenditures shall be submitted to the Student Union Treasurer by the individual business requesting the funds.

(d) The Financial Management Board shall approve capital expenditure requests in an efficient timely manner.

(e) In a fiscal year, any net profits, made in that year only, shall be transferred to the Student Union Carry-forward account at the end of the fiscal year in alignment with the policies set forth by the Financial Management Board.

(f) Net deficits from the Student Businesses shall be reconciled with funds from the Student Union Carry-forward account at the end of each fiscal year.

Section 8. Club Coordination Council Guidelines.

(a) Funds from clubs rendered defunct 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 9. Carry-Forward Account Guidelines.

(a) Appropriations from the Carry-forward account are designated for the purpose of financing unique and extraordinary opportunities which have been previously unbudgeted and unplanned.

(b) New capital expenditures as well as improvements on existing capital assets may be financed through the Carry-forward account.

(c) The Carry-forward account may finance any other type of allocation not specifically mentioned above that is deemed appropriate by the Financial Management Board.

(d) The Financial Management Board shall consider Carry-forward account requests on a rolling basis.

(e) The Carry-forward account shall never be allowed to fall below $15,000, notwithstanding current-year student activity fees.

(f) The Carry-forward account shall never exceed $300,000, notwithstanding current-year student activity fees. Any excess funds above this amount shall be placed in the Student Union Endowment. When the endowment return is negative, this provision shall be waived.

(g) Total yearly allocations out of the Carry-forward account shall not exceed $30,000.

(h) Interest payments on the net monthly balance of student activity fees shall be deposited to the Carry-forward account.

(i) Any fiscal year-end surplus or deficit shall be applied or deducted from the balance of the Carry-forward account.

Section 10. Student Union Endowment.

(a) 50% of revenues per annum from The Shirt Project, less the $125,000 directly available for FMB allocation, in addition to surplus funds above the $300,000 cap on the Carry-forward account shall be added to the initial principal.

(b) Annual interest accrued from the Student Union Endowment shall be allocated by the Financial Management Board at the annual allocation meeting.

(c) The Student Union shall not spend down the principal of the Student Union Endowment for any reason.

(d) The Student Union Endowment shall be overseen by the Financial Management Board.

(e) Any disputes regarding the Student Union Endowment shall be resolved by the Senate.

Section 11. The Shirt Charity Endowment.

(a) The Shirt Charity Endowment shall exist so that the interest acquired from the endowment may fund the Shirt Charity Fund account.

(b) The Shirt Charity Fund balance should not exceed a starting fiscal year balance of $300,000. Any excess should be reinvested into the Shirt Charity Endowment.

(c) The Student Union shall not spend down the principal of The Shirt Charity Endowment for any reason.

(d) If Shirt Charity Fund requests approved by Financial Management Board exceed the balance of The Shirt Charity Fund, existing funds in The Shirt Profit account may be transferred directly to the Shirt Charity Fund account to cover any shortfall. If this occurs, the starting balance amount of the Shirt Charity Fund shall be reevaluated by the Financial Management Board and approved by the Senate.

(e) The Shirt Charity Endowment shall be overseen by the Financial Management Board.

(f) Any disputes regarding the Shirt Charity Endowment shall be resolved by the Senate.

Section 12. The Shirt Student Enrichment Endowment.

(a) The Shirt Enrichment Endowment shall exist so that the interest acquired from the endowment may fund the Student Experience Fund in the Office of Student Enrichment.

(b) Funds added to the Student Enrichment endowment each fiscal year shall consist of 50% of net revenues from sales of The Shirt, less any funds needed to ensure the beginning fiscal year balance of $100,000 in the Shirt Charity Fund, and allocation of $150,000 to the Student Experience Fund.

(c) One half of interest from the Student Enrichment Endowment shall be reinvested. The other half shall be given to the Office of Student Enrichment for funding Student Experience Fund requests in excess of the allocation of net revenues of The Shirt.

(d) The Financial Management Board, The Shirt Project, or Office of Student Enrichment shall not spend down the principal of The Shirt Student Enrichment Endowment for any reason.

(e) The Shirt Student Enrichment Endowment shall be overseen by the Financial Management Board, The Shirt Project, and The Office of Student Enrichment.

(f) Excess funds in the Student Experience Fund shall be rolled over or reallocated at the discretion of the Office of Student Enrichment.

ARTICLE XVII

ANNUAL AWARDS

Section 1. The Irish Clover Award.

(a) The Irish Clover Award is given to two outstanding members of the Notre Dame community for exemplary service to the student body. Each year, one recipient shall be a student or alumnus, and the other shall be faculty, staff, or an administrator.

(b) The Irish Clover Award given to faculty, staff, or an administrator shall be named the Nancy J. Walsh Irish Clover Award, in honor of Student Government Secretary Nancy J. Walsh.

(c) The Student Senate shall choose the recipients of the Irish Clover Award each term.

Section 2. The Michael J. Palumbo Award.

(a) Named in honor of its first recipient, the Michael J. Palumbo Award shall be given annually to a member of the undergraduate student body for outstanding service and dedication to the Notre Dame Student Union.

(b) The Senate shall confer the award on a Student Union official prior to April 1st of each year.

(c) The recipient of the award must:
  (1) Have given outstanding service to and shown exceptional dedication to the Notre Dame Student Union.
  (2) Be an undergraduate student at the University of Notre Dame in good standing with the University.
  (3) Have held any office in the Notre Dame Student Union for at least one academic year.
  (4) Have been nominated for the award by at least one undergraduate student of the University of Notre Dame.
  (5) Have performed services so as to greatly further the causes of the Notre Dame Student Union.
  (6) 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 du Lac.
  (7) Have demonstrated outstanding character in the best tradition of the University of Notre Dame and its ideals.

(d) The Student Union Ethics Commission shall aid the Student Senate's selection process by:
  (1) Informing the undergraduate student body of the existence and purpose of the award and soliciting nominations.
  (2) Gathering information about all nominees sufficient to making an informed decision.
  (3) Recommending a recipient of the award to the Student 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:
  (1) Shall be informed of his or her selection and be issued a certificate of accomplishment.
  (2) Shall have his or her name engraved on the award's commemorative plaque which hangs in the Student Government Office.

Section 3. The Frank O'Malley Undergraduate Teaching Award.

(a) Named in honor of former Notre Dame Professor, Frank O'Malley, the Frank O'Malley Undergraduate Teaching Award shall be given annually to a member of the Notre Dame faculty who has had an outstanding impact on undergraduate education at the University and shown exceptional service to the students of the Notre Dame community. Any faculty member is eligible for consideration.

(b) The Student Senate shall choose the recipient of the Frank O'Malley Undergraduate Teaching Award each term.