

BYLAWS

OF THE

**CREIGHTON**

STUDENTS UNION

# BYLAW I.

# Election and Appointment of Offices

## **Elections**

1. General elections for offices of the Creighton Students Union shall take place on the first Tuesday of November.
2. Final elections shall take place on the first Thursday of November, when necessary. A final election for an office shall not be needed when two or fewer candidates run for an office, or when one candidate receives a simple majority vote in the general elections.
3. Elections will be held through electronic ballot.

### Election Committee

1. The Election Committee is charged with the oversight, execution, and enforcement of the Creighton Students Union elections and candidate campaigning regulations.
2. Membership of the Election Committee shall consist of one (1) executive officer, who shall serve as the committee chair and election commissioner, and four (4) Creighton Students Union members. All members of the Election Committee shall be made ineligible to serve in the Creighton Students Union government for the following term.
	1. The chair of the committee is appointed by the president no later than the final Board of Representatives meeting of the spring semester.
	2. Nominations for the four (4) Creighton Students Union member positions will be solicited by the election commissioner no later than the second meeting of the Board of the fall semester.
	3. Nominees may be subject to an application process.
	4. The Executive Committee will recommend four (4) of the nominees and final approval will be given through a simple majority vote of the Board.
	5. The election commissioner will be charged with issuing an Official Notice of the Creighton Students Union elections to the student body no later than one (1) week prior to the first information session. The Official Notice must include:
		1. Information about eligibility for office;
		2. Basic information regarding election timelines, practices, procedures, and requirements.

### Campaigning

1. Campaigning may begin two (2) weeks prior to the general election.
	1. Campaigning includes, but is not limited to, any public announcement of candidacy to an organized group of students, on any public forum, and in any public space.
	2. Other forms of campaigning include, but are not limited to, posters, flyers, websites, t-shirts, social media and other giveaways.
2. Candidates may only run for one (1) position per election cycle.
3. Spending limit
	1. For an individual or individuals campaigning together, the value of campaign costs cannot exceed five hundred dollars ($500), including donations.
	2. Receipts for all expenses must be turned into the election commissioner at the conclusion of the campaign period.
4. Candidate Endorsement
	1. The Creighton Students Union government, or its subsidiaries, may not endorse a candidate(s). Subsidiaries of the Creighton Students Union government are defined as any board, committee, or formal group existing as an aspect of the Creighton Students Union government, including Program Board, Appropriations Committee, the Board of Representatives, Cabinet, and the Executive Committee.
	2. Student organizations, including college or school governments, may endorse a candidate(s).
	3. Creighton Students Union funds and/or items purchased with Creighton Students Union funds may not be used for the purpose of endorsing, or in any way supporting, a candidate.
	4. Creighton Students Union funds and/or items purchased with Creighton Students Union funds may be used for the purpose of an incentive program for students to vote.
5. Campaign Infractions
	1. If a voting member of the Creighton Students Union witnesses or suspects campaign infractions by a candidate(s), he or she may file a formal complaint, requiring no signatures but his or her own, with the election commissioner.
	2. Upon receipt of the complaint, the election commissioner may convene the Election Committee to review the allegations.
	3. The committee will then determine first the validity of the allegations, and, if necessary, the repercussions for the violations.
	4. If a candidate wishes to appeal a decision to the Standards Committee, they may do so through the procedures outlined under Bylaw IV. Section B.

### Election of the President

1. The office of the president shall be elected by a simple majority of the voting members of the Creighton Students Union, hereafter referred to as “the students.”
2. Candidates for president shall obtain on a Petition of Nomination the legible signatures of one hundred twenty (120) students. The petition shall be returned to the election commissioner as stated in the Official Notice and shall be subject to verification. Each candidate shall also fill out a registration form. Failure to meet the requirements set forth shall result in ineligibility to run for an office.
3. Upon verification of the petition and of the eligibility of the candidate to run for office by the election commissioner, the candidate may officially begin campaigning, once the campaign period has begun.
4. All campaign practices must be consistent with university posting regulations.

### Election of the Executive Vice President

1. The office of executive vice president shall be elected by a simple majority vote of the students.
2. Candidates for executive vice president shall obtain on a Petition of Nomination the legible signatures of one hundred twenty (120) students. The petition shall be returned to the election commissioner as stated in the Official Notice and shall be subject to verification. Each candidate shall also fill out a registration form. Failure to meet the requirements set forth shall result in ineligibility to run for an office.
3. Upon verification of the petition and of the eligibility of the candidate to run for office by the election commissioner the candidate may officially begin campaigning, once the campaign period has begun.
4. All campaign practices must be consistent with university posting regulations.

### Appointment of the Vice President for Finance

1. The office of the vice president for finance shall be filled through a selection process. Applications for the office shall be made available the first full week of October and interviews of the applicants shall be conducted by a Selection Committee. Interviews shall begin the week following general elections.
2. The Selection Committee shall consist of the outgoing president, the outgoing executive vice president, the outgoing vice president for finance, the outgoing vice president for programming, the president-elect, and the executive vice president-elect. The Creighton Students Union advisor shall serve in an advising capacity and shall not have a vote in deciding the appointee(s).
3. The incoming vice president for finance shall be selected upon majority vote of the Selection Committee. If a majority vote cannot be reached, then the candidate with a plurality of the votes will be selected. If a plurality vote cannot be reached, then the president-elect shall select the candidate.

### Appointment of the Vice President for Programming

1. The office of the vice president for programming shall be filled through a selection process. Applications for the office shall be made available the first full week of October and interviews of the applicants shall be conducted by a Selection Committee. Interviews shall begin the week following general elections.
2. The Selection Committee shall consist of the president-elect and executive vice president-elect, the outgoing vice president for programming, and three current Program Board members elected from Program Board. These Program Board members will be ineligible to apply for the vice president for programming position. The outgoing president, executive vice president, vice president for finance, and the Program Board advisor shall be non-voting members of the Selection Committee.
3. The incoming vice president for programming shall be selected upon majority vote of the Selection Committee. If a majority vote cannot be reached, then the candidate with a plurality of the votes will be selected. If a plurality vote cannot be reached, then the president-elect shall select the candidate.

### Election of the Speaker of the Board

1. Following election to the Board of Representatives, but prior to the end of the fall academic semester, candidates will be required to express formal interest in pursuing election as speaker of the board to the incoming executive vice president of the Creighton Students Union.
2. Upon convening the first Board of Representatives meeting of the next term, the president of the Creighton Students Union will chair the meeting until a speaker of the board is elected.
3. The candidate(s) will then be subject to a majority vote of the entire Board of Representatives. If after one vote, no candidate has won a majority, the two top vote-earning candidates will then be subject to a second majority vote by the Board of Representatives. If needed to reach a majority vote, each candidate shall have the option to vote for him or herself. In the event that a majority vote cannot be reached, the executive vice president shall cast the tie-breaking vote.
4. The speaker of the board will assume his/her duties immediately upon election.
5. The speaker shall retain the duties and responsibilities incumbent of the position from which they were elected speaker as listed under Bylaw V, Section A except the speaker shall not be directly assigned student organizations and shall not serve on the standing and ad hoc committees of the Creighton Students Union. The speaker shall retain the ability to vote during meetings of the Board of Representatives but is encouraged to use discretion when choosing to exercise the right to vote.
6. The speaker of the board shall be subject to a confirmation vote at the conclusion of the spring session of the Board. If the sitting speaker of the board does not receive a majority vote of approval, or opts out of the vote, then the Board shall select a new speaker to serve out the remainder of the term.

### Election of Representatives

1. The total number of representatives shall be determined and amended with accordance to Article VIII, Section 8.01, b.i. of the Constitution.
2. The College of Business, the College of Arts and Sciences, and the School of Nursing shall elect representatives to represent their respective school. The number of representatives selected from each of these schools shall be determined by Article VIII, Section 8.01, b.i. of the Constitution.
	1. These elections shall coincide with the election of the Creighton Students Union.
	2. Following the election of the Board, undergraduate representatives will be assigned to represent undergraduate student clubs and organizations. The number of organizations which a representative will represent will be determined by the total number of undergraduate student organizations divided by the total number of undergraduate representatives. Assignments shall be made by the Speaker of the Board, following the first meeting of the Board.
	3. All undergraduate student organizations must be registered with the Student Activities Office as of the first of October prior to the elections in order to be assigned a representative.
	4. Undergraduate representatives will be responsible for communicating with their assigned student organizations at least every other month. Presidents of each of the student organizations can contact the Speaker of the Board if their representative is not communicating with their organization, which may result in a referral to the Standards Committee.
	5. Undergraduate representatives will be responsible for sending an email to the members of the school or college from which they were elected at least once a semester. Collaboration is encouraged on such emails to avoid flooding listservs.
	6. The representative does not need to be a member of the organizations which he or she is assigned to represent.
3. The governments of the Graduate School, School of Pharmacy & Health Professions, School of Dentistry, School of Law, and School of Medicine shall elect or appoint representatives from their respective schools. The number of representatives selected from each of these schools shall be determined by Article VIII, Section 8.01, b.i. of the Constitution.
4. Candidates from the College of Business, the College of Arts and Sciences, and the School of Nursing shall obtain on a Petition of Nomination the legible signatures of fifty (50) students. The petition must be returned to the election commissioner as stated in the Official Notice and may be subject to verification. The candidate shall also fill out a registration form. Failure to meet the requirements set forth shall result in ineligibility to run for office.
5. Upon completion of the Petition of Nomination, registration form, and receipt of verification by the election commissioner the candidate may officially begin campaigning, once the campaign period has begun.
6. All campaign practices must be consistent with university posting regulations.
7. Each student shall cast votes for representatives to be elected for his or her respective school. The number of votes cast by each student in the election of representatives shall be equal to the number of representatives representing the school or college the student is enrolled.

### Selection of the Board of Representatives Secretary

1. The Board of Representatives Secretary shall be appointed by the speaker of the board and confirmed by a simple majority vote of the Board.
2. The Secretary shall be a member of the Board at the time of his/her selection and remain so throughout his/her tenure as Secretary.
3. The Board shall decide the term of its Secretary by majority vote at the time of selection.

**K. Selection of the Board of Representatives Parliamentarian**

1. The Board of Representatives Parliamentarian shall be appointed by the speaker of the board and confirmed by a simple majority vote of the Board.
2. The Parliamentarian shall be a member of the Board at the time of his/her selection and remain so throughout his/her tenure as Parliamentarian.
3. The Board shall decide the term of its Parliamentarian by majority vote at the time of selection.

### L. Selection of Program Board Coordinators

1. Applications for the Program Board coordinator positions will be requested and reviewed by the incoming vice president of programming, assistant vice president for programming, and the Program Board advisor.
2. After reviewing applications, the vice president for programming, assistant vice president for programming, and Program Board advisor shall appoint Program Board coordinators to each of the positions.
3. Timing of the selection process and Program Board coordinator eligibility shall be governed by the Program Board Constitution.
4. For the purposes of Bylaw IV, Program Board coordinators are considered staff of the Creighton Students Union.

### M. Selection of JayWalk and Fall Conference Coordinators

1. Applications for the JayWalk and Fall Conference coordinators will be requested and reviewed by the executive vice president and the Creighton Students Union advisor.
2. After reviewing applications, the incoming and outgoing executive vice presidents, in conjunction with the outgoing JayWalk and Fall Conference coordinators, respectively, will appoint the coordinators. The Creighton Students Union advisor will serve in an advising capacity and shall not have a vote in deciding the appointee(s).
3. Both coordinators shall be selected prior to the end of the fall semester.
4. Coordinators shall be in good academic and judicial standing with the university.
5. For the purposes of Bylaw IV, Program Board coordinators are considered staff of the Creighton Students Union.

**N. Selection of Mission and Diversity Coordinators**

1. Applications for the Mission and Diversity coordinators will be requested and reviewed by the executive vice president and the Creighton Students Union advisor.

2. After reviewing applications, the incoming and outgoing executive vice presidents, in conjunction with the outgoing Mission and Diversity coordinators, respectively, will appoint the coordinators. The Creighton Students Union advisor will serve in an advising capacity and shall not have a vote in deciding the appointee(s).

3. Both coordinators shall be selected no later than the first week of the spring semester.

4. Coordinators shall be in good academic and judicial standing with the university.

5. For the purposes of Bylaw IV, Program Board coordinators are considered staff of the Creighton Students Union.

# BYLAW II.

# Terms of Office

1. **Terms of the Executive Officers**
	1. The offices of the president, executive vice president, vice president for finance, and vice president for programming shall begin on January 1st of each year and end on December 31st.
	2. Executives shall also be required to transition their successors through January following the completion of their term of office.
2. **Term of the Speaker of the Board**
	1. The Speaker of the Board holds two sub terms within the full year term.
	2. The first sub term shall begin after the first bull board meeting of the year (January) and end on the last day of the spring semester (May). Upon a simple majority vote of approval, the speaker of the board will then continue his/her second sub term on the first day of classes (August) the following fall semester and shall end the term on the last day of school fall semester (December).
	3. The outgoing speaker shall also be required to transition his/her successor through January.

#### BYLAW III.

#### Office Vacancies

## **Succession to the Presidency**

* + - 1. Succession to the presidency is stated in Article XI. of the Constitution.

### Succession to the Executive Vice President, Vice President for Finance and Vice President for Programming

* + 1. As an extension of Article XI., in the event of a vacancy of the executive vice president, vice president for finance, or the vice president for programming, the president shall nominate candidates for the vacated office.
		2. The nominee(s) shall be approved by a simple majority vote of the Cabinet.
		3. A nominee for the vice president for programming position shall also be approved by Program Board.
		4. A nominee for the vice president for finance position shall also be approved by the Appropriations Committee

### Representative Vacancies

1. In the event of a vacancy among the undergraduate representatives, the president of the Creighton Students Union shall have the power to appoint a new representative, from that particular constituency when possible.
2. Appointments by the president must be approved by a majority vote of the Board of Representatives.
3. In the event of a vacancy of a graduate/professional representative position, the school government shall appoint a replacement.

### Coordinator Vacancies

1. In the event of a vacancy among the JayWalk or Fall Conference coordinator, the executive vice president shall have the power to appoint a new coordinator, with approval by the president and input from the Executive Committee.
2. In the event of a vacancy among the Program Board coordinators, the coordinator shall be replaced with accordance to the Program Board Constitution.
	* 1. **Nomination Process**
			1. The nomination process shall begin within two (2) weeks of the vacancy of any office of the Creighton Students Union for which succession is not outlined.

# BYLAW IV.

# Recall and Expulsion of the Executive Officers, Representatives and Staff

## **Executive Recall and Expulsion**

1. Each officer shall be subject to recall by the students. A recall election for an executive officer shall be called by the Creighton Students Union upon presentation of a petition to the speaker of the board requesting such an election take place. The speaker shall then notify the executives for which the recall election has been petitioned, as well as the president.
2. This petition shall have on it the signatures of five hundred (500) voting members of the Creighton Students Union.
3. If recall of any executive is taking place, the speaker of the board shall serve as election organizer. If the speaker is included in the recall as well, a member of Cabinet shall serve as election organizer.
4. Such officers shall be recalled from office if upon the recall election sixty percent (60%) of the votes cast are in favor of recall of the officer.
5. No officer shall be subject to recall more than once during a term. Any executive recalled shall be ineligible for any office of the Creighton Students Union for at least one (1) year following the recall.
6. The president shall reserve the right to expel or withhold payment of salary to any member of the Executive Committee for not fulfilling the duties of that specific office, with consultation of the Creighton Students Union advisor.
7. The Cabinet and Board of Representatives may expel or withhold payment of salary to any unelected member of the Executive Committee for failure to fulfill the duties of the specific offices through a two-thirds (2/3) majority vote on a resolution.
8. Upon a three-fourths (3/4) vote of no confidence in the speaker of the board by the Board of Representatives, the speaker will be removed from office, and an election will be held to determine his or her replacement until the next election.
9. **Standards Committee and Judicial Proceedings**
10. Filing a Complaint
	1. Formal complaints may be filed by petition of thirty (30) students to address concerns with the actions or policies of the Creighton Students Union government or its members, to request an action of the Creighton Students Union, and/or to address concerns with the actions or policies of Creighton University.
		1. The chairs of the Board, Cabinet, Appropriations Committee, Executive Committee, and Program Board may bypass the thirty (30) signature requirement if they file a complaint against a member of their body.
	2. Petitions shall then be turned in to the president of the Creighton Students Union, who shall then convene the Standards Committee.
11. Membership
	1. Membership shall consist of the president acting as a non-voting chair and one (1) member selected each from the Board, Cabinet, Appropriations Committee, Executive Committee, and Program Board. Cabinet may elect to cede its position to another member from the Board, in which case the Board must elect one graduate/professional and one undergraduate member to serve on the Standards Committee.
		1. If the petition presented involves a member of the Executive Committee, then the Speaker of the Board will chair the Standards Committee to review the complaint.
		2. If both a member of the Executive Committee and the Speaker of the Board are involved in a petition’s complaint, then a third party member of the Creighton Students Union government will be chosen by Cabinet to act as chair of the Standards Committee to review the complaint.
	2. Members being called before the Standards Committee may not simultaneously serve on the Standards Committee.
	3. Membership, excepting the chair, shall be elected from the body that they are to represent, and shall vary for each session.
12. Proceedings
	1. Both the primary petitioner and the individual(s) or chair of the body against whom the petition was filed may testify on their behalf at the meeting prior to Standards Committee deliberations.
		1. Following a session of the Standards Committee, the committee shall draft and deliver a memorandum expressing the views and courses of action of the committee to the petitioners and all subsidiaries of the Creighton Students Union government.
		2. Formal complaints filed regarding the allocation of funds made by the Appropriations Committee may not be required to be applied retroactively, at the discretion of the Executive Committee.
	2. The subsidiary(/subsidiaries) or individual(s) against whom the complaint was filed may be required to submit a written response within ten (10) university business days following the reception of the memorandum submitted by the Standards Committee.
	3. Any petitioner or the individual(s) or chair of the body against whom the petition was filed may request an appeal of the Standards Committee’s findings through a petition of two-hundred (200) signatures.
		1. The appeals process will mirror the process outlined in Bylaw IV, Section B., but the Standards Committee shall be convened with all new members.
13. **Representative Recall and Expulsion**
14. Each representative shall be subject to recall by the Creighton Students Union members.
15. A recall election for a representative shall be called by the Creighton Students Union upon presentation of a petition to the president requesting such an election take place.
16. This petition shall have on it the signatures of two hundred fifty (250) students.
17. The representative shall be recalled from office if upon the recall election sixty percent (60%) of the votes cast are in favor of recall of the representatives.
18. No representative shall be subject to recall more than once during a term.
19. Recalled representatives shall be ineligible for any office of the Creighton Students Union for at least one (1) year following the recall.
20. **Expulsion of Staff**

The Executive Committee, by majority vote, may remove from office or hold the payment of salary of any staff member for not performing the duties of the specific position, or for not following the Policies & Procedures of the Creighton Students Union.

1. **Removal of the Board of Representatives Secretary**
2. The Board of Representatives at any of its formal meetings may vote at any time to remove from office its Secretary.
3. A two-thirds (2/3) majority vote shall remove the Secretary.
4. Following the removal of a Secretary, the Board shall immediately move to find a replacement as per Bylaw I.J.1.
5. **Removal of the Board of Representatives Parliamentarian**
6. The Board of Representatives at any of its formal meetings may vote at any time to remove from office its Parliamentarian.
7. A two-thirds (2/3) majority vote shall remove the Parliamentarian.
8. Following the removal of a Secretary, the Board shall immediately move to find a replacement as per Bylaw I.K.1.

# BYLAW V.

# Duties of the Creighton Students Union Government

1. **Duties of the Cabinet**
2. Shall serve as a legislative body of the Creighton Students Union.
3. Shall represent the wishes and needs of the student body through the Creighton Students Union government.
4. Shall determine matters of policy and action concerning the Creighton Students Union government.
5. Shall oversee the activities of the student governments of the nine (9) schools and colleges of the university.
6. Shall attend all Creighton Students Union Cabinet meetings, or send a proxy, with permission from the president. Each school may only be unaccounted for up to two (2) times a semester.
7. Shall follow all policies and procedures of the Creighton Students Union pertinent to his or her office.
8. Shall propose resolutions, acts, and amendments to the governing documents of the Creighton Students Union.
9. Shall be eligible to serve on standing and/or ad hoc committees of the Creighton Students Union.
10. Shall approve the Creighton Students Union’s annual budget.
11. **Duties of the Board of Representatives**
12. Shall serve as a legislative body of the Creighton Students Union.
13. Shall represent the wishes and needs of the student body through the Creighton Students Union government.
14. Shall determine matters of policy and action concerning the Creighton Students Union government.
15. Shall maintain regular contact with their respective constituencies throughout their term and send an email to their respective school/college at least once a semester with updates.
16. Shall communicate the needs and concerns of their constituents during meetings of the Board.
17. Shall communicate with their assigned student organizations at least every other month.
18. Shall attend all Creighton Students Union Board of Representatives meetings, with up to two (2) absences a semester.
19. Shall follow all policies and procedures of the Creighton Students Union pertinent to his or her office.
20. Shall propose resolutions, acts, and amendments to the governing documents of the Creighton Students Union.
21. Shall meet with university administrators when necessary.
22. Shall carry out the requirements placed on them by the speaker.
23. Shall serve on both standing and ad hoc committees of the Creighton Students Union.
24. Each committee chair is required to submit minutes of committee meetings to the speaker of the board, and to meet regularly with the speaker to coordinate efforts and legislation.
25. Committees and their charges shall be determined and voted on by the Board of Representatives at the beginning of its term.
26. Shall be in good academic and judicial standing with the university.
27. **Duties of the Executive Committee**
28. Shall serve as the primary administrative and operating body of the Creighton Students Union government.
29. Shall represent the Creighton Students Union to the student body, university faculty, staff, and administrators, and to the greater community.
30. Shall recommend to the Creighton Students Union matters of policy and action for its consideration.
31. Shall enforce the policies and procedures of the Creighton Students Union governing documents.
32. Shall be present at all Creighton Students Union legislative sessions to give updates concerning the government’s operations.
33. Shall conduct the business of the Creighton Students Union. The Executive Committee shall be vested with the power to incur expenses and pay accounts payable.
34. Shall be vested with the power to formulate temporary policy for the effective administration of the Creighton Students Union during the non-academic calendar months. All actions shall be subject to review and evaluation by the Cabinet during the first regular meeting of the semester.
35. Shall assist in the transition and installation of the new executives.
36. Shall follow all policies and procedures of the Creighton Students Union pertinent to his or her office, and update the Policies & Procedures as necessary.
37. Shall support the events, activities, and traditions of the students and the university through participation and attendance.
38. Shall oversee the duties of the election commissioner.
39. Shall have all other powers incident to the executive.
40. Shall hold business hours, totaling no less than ten (10) hours a week for the president and vice presidents during the academic school year in the Creighton Students Union offices. During the summer months, business office hours shall be no less than twenty-five (25) hours a week. Vacations, not just limited to fall and spring break, shall be allowed with the approval of the president and Creighton Students Union advisor, but shall not hinder the duties of the executive officers.

14. No one on the Executive Committee of the Creighton Students Union shall hold a position of responsibility for any other student organization of Creighton University, nor shall these officers be employed by any person during the academic school year, excepting Federal Work Study. Positions of responsibility shall be defined on a case-by-case basis by the president and Creighton Students Union advisor.

1. **Duties of the President**
2. Shall chair the Cabinet of the Creighton Students Union.
3. Shall chair the Executive Committee of the Creighton Students Union.
4. Shall organize and direct the Creighton Students Union and serve as the chief executive officer of the Creighton Students Union.
5. Shall enforce matters of policy and represent the student body as determined by the legislative bodies of the Creighton Students Union.
6. Shall act as liaison between the Creighton Students Union and the Student Activities Office.
7. Shall serve as policy and administrative head of the Executive Committee.
8. Shall coordinate the efforts of and meet weekly with each of the vice presidents.
9. Shall meet with the speaker of the board once every two (2) weeks.
10. Shall meet with members of the Cabinet and Board when necessary.
11. Shall represent the Creighton Students Union government to the student body, university faculty, staff, and administrators, and to the greater community.
12. Shall approve and sign all contractual agreements, check requests, and allocations of Creighton Students Union funds.
13. Shall enact or veto legislation in accordance with Article X. of the Constitution of the Creighton Students Union.
14. Shall oversee the annual State of the Student meeting, and provide the annual State of the Student address.
15. Shall be responsible for the Creighton Students Union Annual Report.
16. Shall be, at the pleasure of the Creighton University Board of Trustees, an ex-officio member of the Student Affairs subcommittee of the Creighton University Board of Trustees.
17. Shall be, at the pleasure of the National Alumni Board, an ex-officio member of the National Alumni Board.
18. The president may, at times, call for special ad hoc committees of the Creighton Students Union for his or her own purposes.
19. Shall present the Robert F. Kennedy Memorial Award for Teaching Excellence at commencement.
20. Shall uphold the mission of the university and defend the rights of the students.
21. Shall meet weekly with the Creighton Students Union advisor.
22. Shall be in good academic and judicial standing with the university.
23. Shall chair the Student Affairs and Athletic Affairs Annual Report committees, compile the student report from the Annual Report Task Force, present the report to the Board of Trustees, and be the official contact for these committees to the Board of Trustees.
24. **Duties of the Executive Vice President**
25. Shall serve as a liaison between the Executive Committee, the student body, the Creighton Students Union legislatures, and university committee and advisory board members.
26. Shall serve as the chief communications officer of the Creighton Students Union government.
27. Shall assist the Creighton Students Union with tasks assigned by the president.
28. Shall serve as secretary of the Creighton Students Union government, recording all minutes at the meetings of the Executive Committee, Cabinet, and other meetings as necessary.
29. Shall be charged with the stewardship of the governing documents of the Creighton Students Union government.
30. Shall oversee the Robert F. Kennedy Award selection process.
31. Shall be responsible for the publication and distribution of the university directory.
32. Shall oversee the appointment of students to university committees and advisory boards.
33. Shall preside at all other meetings of the Creighton Students Union upon the absence of the president or speaker of the board, and shall at that time rule upon matters of policy and procedure.
	1. When presiding in place of the president, the executive vice president shall be able to delegate the recording of minutes to another executive.
34. Shall oversee the duties and meet weekly with the JayWalk and Fall Conference coordinators.
35. Shall be responsible for all Creighton Students Union social media outlets.
36. Shall chair the Student Organization Review Committee (SORC).
37. Shall uphold the mission of the university and defend the rights of the students.
38. Shall meet weekly with the Creighton Students Union president.
39. Shall meet weekly with the Creighton Students Union advisor.
40. Shall be in good academic and judicial standing with the university.
41. Shall chair the Academic Affairs Annual Report committee compile the student report from the Annual Report Task Force, present the report to the Board of Trustees, and be the official contact for this committee to the Board of Trustees.
42. **Duties of the Vice President for Finance**
43. Shall chair the Appropriations Committee.
44. Shall be responsible for maintaining and supervising all financial matters of the Creighton Students Union.
45. Shall ensure that the fees received by the Creighton Students Union are used to the best interest of the students.
46. Shall publish monthly financial reports to the Executive Committee and Cabinet.
47. Shall be responsible for the yearly audit of the Creighton Students Union.
48. Shall be charged with ensuring the education of student organizations regarding funding policies and procedures.
49. Shall uphold the mission of the university and defend the rights of students.
50. Shall meet weekly with the Creighton Students Union president.
51. Shall meet weekly with the Creighton Students Union advisor.
52. Shall be in good academic and judicial standing with the university.
53. Shall chair the Campus Planning Annual Report committee compile the student report from the Annual Report Task Force, present the report to the Board of Trustees, and be the official contact for this committee to the Board of Trustees.
54. **Duties of the Vice President for Programming**
55. Shall provide the Creighton University community with multicultural, social, recreational, educational, and entertaining programs that are responsive to the needs of the university community and consistent with the mission of the university.
56. Shall direct the actions of the Creighton Students Union Program Board, a subsidiary of the Creighton Students Union.
57. Shall preside over all Program Board executive meetings and supervise planning and implementation of all programming events for the Creighton Students Union.

4. Shall be responsible for the leadership development and training of all Program Board coordinators, the assistant vice president for programming, and Street Team.

5. Shall be an official spokesperson and representative of Program Board to the university community.

1. Shall hold the power to request and negotiate contracts on behalf of the Creighton Students Union Program Board.

7. Shall consult and receive approval of the Program Board advisor in matters of contract negotiation.

8. Shall meet weekly with each Program Board coordinator, or assign coordinators to meet weekly with the assistant vice president for programming.

 9. Shall uphold the mission of the university and defend the rights of students.

10. Shall meet weekly with the Creighton Students Union president.

 11. Shall meet weekly with the Program Board advisor.

12. Shall meet weekly or as needed with the Creighton Students Union advisor.

13. Shall be in good academic and judicial standing with the university.

14. Shall chair the Mission and Identity Annual Report committee compile the report from the Annual Report Task Force, present the report to the Board of Trustees, and be the official contact for this committee to the Board of Trustees.

1. **Duties of the Speaker of the Board**
2. Shall serve as chair and voice for the Board of Representatives of the Creighton Students Union.
3. Shall coordinate the efforts and activities of the Board of Representatives.
4. Shall meet regularly with committee chairs of the Board of Representatives.
5. Shall maintain five (5) office hours a week during the academic year in the Creighton Students Union offices.
6. Shall give updates and reports at Executive Committee meetings and Cabinet meetings, at the pleasure of the president.
7. Shall oversee the appointment of a Board secretary for regular Board meetings.
8. Shall ensure the Board of Representatives is compliant with the Creighton Students Union governing documents.
9. Shall assign members of the Board of Representatives to standing and ad-hoc committees of the Board.
10. Shall assign representatives to student organizations which they will maintain regular contact with, as specified in Bylaw I, Section I. d.
11. Shall have the authority to place specific requirements upon the Board to help them carry out the duties of their individual positions, within the framework of Bylaw V, Section H.
12. Shall support the events, activities and traditions of the students and the university through participation and attendance.
13. Shall meet with the president every other week.
14. Shall be in good academic and judicial standing with the university.
15. **Duties of the Board Secretary**
16. Shall record the minutes of each Board of Representatives meeting, and ensure that it is properly documented on the Creighton Students Union website and server.
17. Shall keep track of legislation, ensure policies and procedures of the Creighton Students Union are properly followed, and record all votes of the Board of Representatives.
18. Shall maintain the duties and responsibilities of the position from which they were selected as secretary.
19. Shall be in good academic and judicial standing with the university.
20. **Duties of the Board Parliamentarian**

###### Shall ensure parliamentary procedure is properly followed during formal meetings of the Board.

###### Shall be knowledgeable on parliamentary procedure according to the current edition of Roberts Rules of Order.

###### Shall maintain the duties and responsibilities of the position from which they were selected as parliamentarian.

###### Shall be in good academic and judicial standing with the university.

1. **Duties of Program Board Coordinators**
2. Shall be a voting member of the Program Board Executive Board.
3. Shall be responsible for the coordination and implementation of programming events.
4. Shall meet weekly with the vice president for programming or assistant vice president for programming, as assigned.
5. Shall maintain four (4) weekly office hours during the year.
6. Shall attend at least two Board meetings each semester, and shall be available to give reports on events and other Program Board activities to other bodies of the Creighton Students Union, as necessary.
7. Shall be in good academic and judicial standing with the university.
8. **Duties of the JayWalk Coordinator**

###### Shall be responsible for planning, marketing, implementing and overseeing the annual JayWalk event.

###### Shall be responsible for creating a JayWalk steering committee, when necessary, and gathering a sufficient number of volunteers.

###### Shall hold four (4) office hours a week during the school year and summer leading up to the event.

###### Shall be available to give reports on progress of the planning of JayWalk to the Creighton Students Union government.

###### Shall hold weekly meetings with the executive vice president.

###### Shall be in good academic and judicial standing with the university.

1. **Duties of the Fall Conference Coordinator**
2. Shall be responsible for planning, marketing, implementing and overseeing the annual Fall Conference student organization leadership development event.
3. Shall be responsible for creating a Fall Conference committee, when necessary, and gathering sufficient volunteers.
4. Shall hold four (4) office hours a week during the school year and summer leading up to the event.
5. Shall be available to give reports on progress of the planning of the Fall Conference to the Creighton Students Union government.
6. Shall hold weekly meetings with the executive vice president.
7. Shall be in good academic and judicial standing with the university.

**M. Duties of the Mission Coordinator**

1. Shall be responsible for planning one (1) event each semester of the one (1) year term to increase the awareness of mission with the Creighton Students Union Board of Representatives or the Creighton student body.
2. Shall be in attendance at every Creighton Students Union Board of Representatives meeting to give reports on progress of the planning of events.
3. Shall be available to update the Creighton Students Union government on events occurring on campus that will increase the awareness of mission.
4. Shall hold meetings every two (2) weeks with the executive vice president.
5. Shall work with the Creighton Students Union chaplain to form a schedule for invocation at Creighton Students Union Board of Representative meetings.
6. Shall be in good academic and judicial standing with the university.

**N. Duties of the Diversity Coordinator**

1. Shall be responsible for planning one (1) event each semester to increase the awareness of diversity with the Creighton Students Union Board of Representatives or the Creighton student body.
2. Shall be in attendance at every Creighton Students Union Board of Representatives meeting to give reports on progress of the planning of events.
3. Shall be available to update the Creighton Students Union government on events occurring on campus that will increase the awareness of diversity.
4. Shall hold meetings every two (2) weeks with the executive vice president.
5. Shall regularly attend Multicultural Advisory Council meetings and be readily available to update both Creighton Students Union and the Multicultural Advisory Council as to occurrences in the respective other body. The same shall be done with the Division of Student Life Diversity Action Team if available.
6. Shall be in good academic and judicial standing with the university.

# BYLAW VI.

# Committees and Staff of the Creighton Students Union

## **The Appropriations Committee**

1. The purpose of the Appropriations Committee shall be to allocate and monitor the funds of the Creighton Students Union and make recommendations concerning the just and fair use of student funds.
2. Membership shall consist of the vice president for finance, acting as chair, and seven (7) appointed undergraduate students.
	1. Members may neither vote nor be present for a vote regarding a request submitted by an organization in which they hold a leadership position, at the discretion of the vice president for finance.
	2. Appointees must be unaffiliated with all other Creighton Students Union government subsidiaries, and must be in good academic and judicial standing with the university.
3. Applications for the Appropriations Committee will be requested and reviewed by the incoming and outgoing presidents and vice presidents for finance and the Creighton Students Union advisor, who shall serve in a non-voting capacity.
4. After reviewing applications, the incoming and outgoing presidents and vice presidents for finance will appoint the committee.
5. The Appropriations Committee has the ability to approve any funding or budget request from an organization outside of the Creighton Students Union government.
6. Meetings shall be called by the vice president for finance upon receipt of funding requests.

## **Program Board**

1. Shall provide the Creighton University community with multicultural, social, recreational, educational, and entertaining programs that are responsive to the needs of the university community and consistent with the mission of the university.
2. Membership shall consist of the vice president for programming, the assistant vice president for programming and the event coordinators, with the Program Board advisor serving in a non-voting capacity.
3. Professional and graduate school students that wish to attend Program Board events shall be subject to a fee determined by the president and vice president for programming.

**C. Annual Report Task Force**

1. Shall provide written annual reports to the following committees of the Creighton University Board of Trustees:
	1. Student Affairs
	2. Academic Affairs
	3. Athletic Affairs
	4. Campus Planning
	5. Mission and Identity
2. The annual reports should summarize the student opinion and perspective on the activity of these areas on campus over the previous year, student recommendations on how to proceed in the future, and commentary on the vision for these areas on campus.
3. The CSU President will compile a comprehensive report to be published to the entire Creighton community in the above areas using the reports compiled by CSU executives outlined below. The CSU executives, as outlined below, will present their report in their assigned area and present the findings to the corresponding Board of Trustees committee at the June Board of Trustees meeting.
4. The committee chairs should refer to the Policies and Procedures of the Creighton Students Union for information regarding time line and process for compiling reports.
5. Each Annual Report Committee will be chaired by a CSU executive and will have the following membership:
	1. Student Affairs
		1. Chair: CSU President (also ex-officio member of the Student Affairs Committee of the Board of Trustees)
		2. Committee Members: CSU Executive Committee
		3. The annual report should, in addition to the summaries listed above, give a report of activity from each of the CSU Executive positions, Cabinet members, and Board of Representatives.
	2. Academic Affairs
		1. Chair: CSU Executive Vice President
		2. Committee Members: CSU Cabinet
		3. The annual report should include summaries from each school and college as outlined above
	3. Athletic Affairs
		1. Chair: CSU President
		2. Committee Members: Student Athlete Advisory Council
		3. The annual report should be compiled by the CSU President after a meeting with SAAC
		4. The CSU President or a member of SAAC may present the report to the Athletic Affairs Committee
	4. Campus Planning
		1. Chair: CSU Vice President for Finance
		2. Committee Members:
			1. Student Appointees to the University Campus Planning Committee
			2. Two (2) Board of Representative members
			3. Two (2) at-large members
	5. Mission and Identity
		1. Chair: CSU Vice President for Programming
		2. Committee Members:
			1. CSU Mission Coordinator
			2. Three (3) Board of Representatives members
			3. Two (2) students from University Ministry

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# BYLAWS VII.

# Salaries of Executive Officers and Speaker

### Salaries

1. All salaries shall go through the controller’s office.
2. The president shall receive monthly stipends totaling eight thousand six hundred and eight dollars ($8,608) for the year.
3. The executive vice president, vice president for finance, and vice president for programming shall each receive monthly stipends totaling eight thousand and seventy dollars ($8,070) for the year.
4. The assistant vice president for programming shall receive monthly stipends totaling four thousand and thirty five dollars ($4,035) for the year.
5. The speaker of the board shall receive monthly stipends totaling one thousand dollars ($1,000) per semester.
6. In the fall of every leap year a salary review committee shall be formed by the president consisting of one Cabinet member, one Program Board member, one Appropriations Committee member, one representative, and one executive (who shall act as chair), each elected by their respective body.
	1. The committee shall meet as needed to review executive salaries and propose any necessary salary changes to the Creighton Students Union government.
7. No changes in salary shall be given to persons in office during their current terms when an increase or decrease in salary is approved through a bylaw change.

### Compensation of Creighton Students Union Coordinators

1. JayWalk and Fall Conference coordinators will be compensated with a stipend of two hundred fifty dollars ($250) in JayBuck$ to be issued after completion of the event.
2. Compensation of Program Board Coordinators will be in accordance with the Program Board Constitution.
3. Mission and Diversity coordinators will be compensated with a stipend one hundred dollars ($100) in JayBuck$ to be issued after completion of the one year term.

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# BYLAW VIII.

# Advisors to the Creighton Students Union

The Creighton University vice president of student life or his or her designee shall be deemed the advisor to the Creighton Students Union. The Creighton University General Counsel shall be the legal counsel to the Creighton Students Union.

# BYLAW IX.

# Allocation of Funds

## **Creighton Students Union Budget**

* 1. The annual budget of the Creighton Students Union shall be approved by the Appropriations Committee, Executive Committee, Board of Representatives and Cabinet before the conclusion of the academic year.
	2. The budget shall only go into effect once it has been approved and the new fiscal year begins.
	3. This budget shall incorporate the annual Program Board budget.

## **Eligibility to Receive Funding**

* 1. A student club or organization shall be currently registered with the Student Activities Office.
	2. The club or organization shall be open to all full-time students of Creighton University, its activities shall be open to all full-time students of Creighton University, it shall regularly represent Creighton University in competitive events, or it shall be an undergraduate school or college government, with membership selected through an open and fair selection process.
		1. Social Greek organizations are not eligible for funding.
	3. The mission or purpose of a club or organization and its events shall be consistent with the mission and purpose of Creighton University and the Creighton Students Union.
	4. Events or programs using any amount of Creighton Students Union funds shall be initiated, planned, and organized by students for students.
	5. The club or organization receiving funds shall have a sound financial history with the Creighton Students Union government.
	6. The Creighton Students Union shall not purchase assets for student groups. The Creighton Students Union shall only purchase items used in the normal course of operations which can be consumed in one year or less. Items to be given away shall be held to this same standard.
	7. All Creighton Students Union funding policies are binding, and failure of student organizations to follow these policies will affect their future ability to secure funds.
	8. Sanctions for violating funding policies will be determined by the Appropriations Committee and enforced by the Executive Committee, under the guidance of the president and vice president for finance.

### Exceptions from Requirements of Eligibility

* 1. A club or organization may be funded and all previously stated requirements may be waived if and only if the Appropriations Committee unanimously votes to approve the funding.
	2. Non-student organizations seeking to hold a student-oriented event may be funded by the Appropriations Committee at the discretion of the vice president for finance.
1. **Committees of Creighton Students Union**
	1. All standing and ad-hoc committees of the Creighton Students Union shall be eligible for funding.

### Undergraduate Organization, Club, Government, and Non-Student Organization Funding

* 1. All requests for funding are to be submitted to the vice president for finance at least fifteen (15) university business days prior to the incurrence of the first expense.
	2. Undergraduate student organizations, undergraduate governments, and sports clubs have the option to apply for funding on an activity by activity basis, through the submission of a semester budget, or through the submission of an annual budget.
		1. The total amount allocated to all of the sports clubs shall not exceed 7.5% of the total student fees that Creighton Students Union is allocated each year.
	3. Non-student organizations have the option to request funding only on an activity by activity basis.
	4. All requests for funding shall be submitted to the vice president for finance for review by the Appropriations Committee.
	5. The Appropriations Committee, after hearing a presentation from the organization, decides on a proposed allocation for the event(s).
	6. Creighton Students Union must ensure that “no substantial part” of its activities involves “carrying on propaganda” or otherwise attempting to influence legislation on the city, state, national, or international level. Not included under this clause are debates and similar activities that equally represent both sides of an issue.
	7. Undergraduate student organizations and non-student organizations may receive payment after they submit a report, including receipts for all expenses, and submit it to the vice president for finance within fifteen (15) university business days following the event. Failure to produce receipts will result in a forfeit of funding. Regardless of whether they requested funding for a single activity or for a period of time, reimbursement will occur after each individual activity.
	8. The final amount of funding an organization receives from the Creighton Students Union for an event will not exceed the amount allocated by the Appropriations Committee, and will not exceed the total expenses for the event eligible for funding from the Creighton Students Union.
	9. Sports clubs and undergraduate governments may receive funding upfront on a semester or annual basis, at the discretion of the vice president for finance.
	10. Undergraduate student organizations that request to receive funding upfront, have a sound financial history with the Creighton Students Union, and have a Creighton Federal Credit Union account with the vice president for finance as a signer may do so with a unanimous vote by the Appropriations Committee, and with permission from the vice president for finance.
	11. Entities that receive upfront funding from the Creighton Students Union will be required to fill out a report, including receipts for all expenses, and submit it to the vice president for finance within fifteen (15) university business days following the event.
		1. If left incomplete, funds distributed to the entity will be recollected by the Creighton Students Union, and may result in probation or other punitive measures. If any funds are left unspent, this amount will be recollected by the Creighton Students Union.
1. **Representative Review and Presidential Veto**
	1. All decisions made by the Appropriations Committee shall be presented to the Board of Representatives for affirmation.
		1. If a representative calls for discussion of the decision, a simple majority vote shall be needed in order for the Appropriations Committee’s decision to be affirmed.
		2. If a simple majority vote of affirmation cannot be reached, the Board of Representatives shall be charged with making the funding decision, needing a simple majority vote of approval to revise the decision.
	2. Any approval made by the Appropriations Committee and affirmed by the Board of Representatives shall be subject to a veto by the president.
		1. Upon a presidential veto, the Executive Committee shall review the vetoed funding request. The decision of the Executive Committee shall be approved by a simple majority vote, and shall be final, though subject to an appeal as outlined in Bylaw IV. Section B.
2. **Double Jeopardy Clause**
	1. No request shall be re-submitted to the Appropriations Committee once denied by the Creighton Students Union.
	2. The only exception to this rule shall be if all four (4) executives unanimously agree that the proposal or extenuating circumstances have changed such that the proposal should be reconsidered by the Appropriations Committee, which must then reach a three-fourths (3/4) majority vote for funding to be allocated.
3. **Rebate Procedure**
	1. For the purposes of this section, “rebate” shall be defined as a portion of the student fee that shall be returned to each respective school or college student government within the university to be used to fund registered student organizations and plan events that are open to all students.
	2. The semester rebate figures shall be determined by taking the number of students in the school or college that pay the student fee, times the current student fee that the Creighton Students Union receives per student, times the percentages listed below:
		1. Creighton Medical Student Government 87%
		2. Dental Students Union 87%
		3. Student Bar Association 87%
		4. Pharmacy and Health Professions Student Government 87%
		5. Graduate School Government See below
	3. The Graduate School Government shall receive an eighty-two percent (82%) rebate for all graduate school students enrolled full-time, as explained above. For each part-time student, the Graduate School Government shall receive an amount totaling the part-time student fee less eighteen percent (18%) of the full-time student fee.
	4. The school governments of the Graduate School, School of Medicine, School of Dentistry, School of Law, and School of Pharmacy & Health Professions will be issued at twenty-five percent (25%) of their rebate allocation during the last week in July, based on the previous anticipated budget allocation.
	5. The remainder of the semester rebates will be allocated when the university has finalized enrollment and when money has been transferred into the Creighton Student Union’s account.
	6. For the purpose of rebate allocation the student governments shall work on the university’s fiscal year.
	7. All of the unspent rebate money from the previous fiscal year shall be deducted from the summer advancement and fall transfer, as necessary.
	8. All budget reports and accounts will be reviewed the first week of June, prior to the twenty-five percent (25%) allocation done during the last week in July.

# BYLAW X.

# Transition and Installation of New Administrations

## **Transition**

1. Newly elected executive officers shall be trained by the incumbent executive officers and the Creighton Students Union advisor. This training shall include, but not be limited to, introduction to key administrators and employees of Creighton University, training sessions regarding Policies & Procedures of the Creighton Students Union, and sessions on the history and experiences of past and present Creighton Students Union officers and administrations.
2. The Executive Committee, speaker of the board, coordinators, and board secretary will be responsible for creating a transition document at the conclusion of their term, containing all information relevant to the duties and responsibilities of the position for his or her successor.

### Transfer of Power

The outgoing president, executive vice president, vice president for finance, vice president for programming, speaker of the board, and representatives shall have all the responsibilities and duties of the given offices of their Creighton Students Union government until December 31st, at which time power and responsibility shall transfer to the newly elected administration. The incumbent executives and speaker shall turn in all keys and vacate the Creighton Students Union office by Friday of finals week.

### Inauguration

The inauguration of the president, executive vice president, vice president of finance, and vice president for programming shall take place prior to the end of the fall semester during which they were elected/appointed. The inauguration of the speaker of the board will take place immediately following his or her election into office.

### Non-cancellation of Previous Board Actions

All events, programs and expenditures of the Creighton Students Union intended to transpire after the expiration of an incumbent Board’s term of office shall not be canceled by the newly elected Board. Furthermore, the newly elected Creighton Students Union government shall have full responsibility for the execution of any event planned prior to the end of the previous term to be executed in the following term.

# BYLAW XI

# Relationship to Creighton University

1. **Memorandum of Understanding**
	1. The relationship of the Creighton Students Union and Creighton University has been defined and outlined by memoranda of understanding signed by both parties.
	2. In order to amend, change, or discontinue a memorandum of understanding, Creighton University and the Creighton Students Union must agree upon a written addendum or agreement.
	3. In order to amend, change, or discontinue the memoranda of understanding, the Creighton Students Union must approve the change through a majority vote of Cabinet and, subsequently, a simple majority vote of the Executive Committee. All proposed changes must be presented to the Board of Representatives before the Cabinet vote.

# BYLAW XII.

# Policies and Procedures

Practices and policies of the Creighton Students Union shall be determined by the Policies & Procedures for the Creighton Students Union. No policy or procedure shall conflict with the Constitution or Bylaws of the Creighton Students Union.