BYLAWS
OF THE
CREIGHTON
STUDENTS UNION

BYLAW I.
Election and Appointment of Offices

A. Elections
1. General Elections for offices of the Creighton Students Union shall take place the first Tuesday of November. Members of the corporation that are unable to cast a vote on this date due to academic and athletic commitments are eligible to vote via absentee ballot.
2. Final Elections shall take place the first Thursday of November.
3. A Final Election for an office shall not be needed when two or fewer candidates run for an office or when one candidate receives fifty-one (51) or more percent of the popular vote in the General Elections.

B. Election Committee
1. The Election Committee is charged with the oversight, execution, and enforcement of the Creighton Students Union Elections and candidate campaigning.
2. Membership of the Election Committee will consist of one executive officer, serving as the committee chair and Election Commissioner, and four (4) corporation members.
   i. The chair of the committee is appointed by the President by no later than the first Tuesday in February.
   ii. Nominations for the four corporation member positions will be solicited by no later than the second formal meeting of the Representative body.
   iii. Nominees will complete an application process.
   iv. The Executive Committee will recommend four of the nominees and final approval will be given by the Representative body with a simple majority vote.
3. The Election Committee shall have the power to hire poll workers to assist in the General Election.

C. Campaigning

1. Campaigning begins two weeks prior to the General Election.
   a. Verbal Campaigning includes, but is not limited to, any public announcement of candidacy to an organized group of students, any public forum, and in any public space (i.e. the Mall, Dining Hall, etc.).
   b. Other campaigning by way of promotional materials includes, but is not limited to, posters, flyers, web-sites, t-shirts and other give-aways.

2. Spending limit
   a. For an individual, campaign costs cannot exceed $500.
   b. For an individual campaigning for more than one position, the total campaign costs for both positions cannot exceed $500.

3. Candidate Endorsement
   a. The Creighton Students Union cannot endorse a candidate(s).
   b. Student organizations, including college or school governments, can endorse a candidate(s).
   c. Creighton Students Union funds and/or items purchased with Creighton Students Union funds may not be used for the purpose of endorsing a candidate.
   d. Creighton Students Union funds and/or items purchased with Creighton Students Union funds may be used for the purpose of an incentive program for their constituents or members to vote.

D. Election of the President

1. The office of the President shall be elected by a simple majority of the voting members of the Corporation hereafter referred to as “the students.”

2. Candidates for President shall obtain on a Petition of Nomination the legible signatures of forty 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 by the Election Commissioner the candidate may officially begin campaigning.

4. All campaign policies must be consistent with University posting regulations.

E. Election of the Vice President for Student Affairs

1. The office of Vice President for Student Affairs shall be elected by a simple majority of the students.

2. Candidates for Vice President for Student Affairs shall obtain on a Petition of Nomination the legible signatures of forty 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 by the Election Commissioner the candidate may officially begin campaigning.

4. All campaign policies must be consistent with University posting regulations.

F. 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 Nomination Committee and shall begin the week following General Elections.

2. The Nomination Committee shall consist of the outgoing President, the outgoing Vice President for Student Affairs, the outgoing Vice President for Finance, the current Vice President for Programming, the President Elect, the Vice President for Student Affairs Elect, and the Creighton Students Union Advisor who shall serve in an advising capacity and shall not have a vote in deciding the nominee(s).

3. The Nominating Committee shall nominate a candidate for the Office of Vice President for Finance to be presented to the Cabinet.

4. The Nominee shall be elected to the Office upon receiving a simple majority approval of the Representatives.

5. Should the Nominee fail to win majority approval, the Nominating Committee shall continue to present candidates until a successful nominee receives a simple majority approval.

G. 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 at the Creighton Students Union Election Information Meeting and interviews of the applicants shall be conducted by a Nomination Committee and shall begin the week prior to General Elections.

2. The Nominating Committee shall consist of the President, the outgoing Vice President for Programming, and three Program Board members. The Program Board Advisor, the Vice President for Student Affairs, and the Vice President for Finance shall be non-voting members of the Nominating Committee.

3. The Nominating Committee shall nominate a candidate for the Office of Vice President for Programming to be presented to the Cabinet.

4. The Nominee shall be elected to the Office upon receiving a simple majority approval of the Representatives.

5. Should the Nominee fail to win majority approval, the Nominating Committee shall continue to present candidates until a successful nominee receives simple majority approval.
H. Election of Representatives

1. The number of Representatives elected from each of these Colleges and Schools shall be determined by Article VIII, section B.2 of the Articles of Incorporation.

2. The College of Business Administration, the College of Arts and Sciences, and the School of Nursing shall elect Representatives to represent their respective schools.
   a. These elections shall coincide with the Election of the Creighton Students Union and shall be administered by the Election Commissioner.

3. The professional school governments of Pharmacy & Health Professions, Dentistry, Law, and Medicine shall appoint Representatives to represent their respective schools. The number of Representatives selected from each of these Colleges shall be determined by Article VIII, section B.2 of the Articles of Incorporation.

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 forty 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 and Registration Form and verification by the Election Commissioner the candidate may officially begin campaigning.

6. All campaign policies 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.

I. Selection of Event Coordinators

1. Applications for the Event Coordinator Position will be requested and reviewed by the Vice President of Programming and the Program Board Advisor.

2. After reviewing applications the Vice President for Programming and Program Board Advisor shall appoint Event Coordinators to head each of the committees.

J. Selection of JayWalk and Corporate Service Coordinators

1. Applications for the JayWalk and Corporate Service Coordinators will be requested and reviewed by the Vice President for Student Affairs and the Creighton Students Union Advisor
2. After reviewing applications, the incoming and outgoing Vice Presidents for Student Affairs, in conjunction with the outgoing JayWalk and Corporate Service Coordinators will appoint the coordinators.

**BYLAW II.**
Terms of Office

A. Terms of the President, Vice President for Student Affairs, and Vice President for Finance, and Vice President for Programming

1. The offices of the President, Vice President for Student Affairs, Vice President for Finance, and Vice President for Programming shall begin with the spring semester of each year and end with the conclusion of the fall semester the following year.

**BYLAW III.**
Office Vacancies

A. Succession to the Presidency

1. Succession to the Presidency is stated in Article X of the Articles of Incorporation.

B. Succession to the Vice President for Student Affairs and Vice President for Finance

1. As an extension of Article X, in the event of a vacancy of the Vice President for Student Affairs or the Vice President for Finance the President shall nominate candidates for the vacated office.
2. The Nominee(s) shall be approved by a simple majority of the Cabinet.

C. Succession to the Vice President for Programming

1. In the event of a vacancy of the Vice President for Programming, the Assistant Vice President for Programming shall assume the duties of the position.

D. Representative Vacancies

1. In the event of a vacancy among the Representatives, the President of Creighton Students Union shall have the power to appoint a new Representative from that particular school.
2. Appointments by the President must be approved of that school’s president and the majority approval of the Cabinet.

E. Nomination Process
1. The Nomination process shall begin within two weeks of the vacancy of any office of the Creighton Students Union.

**BYLAW IV.**
Recall and Expulsion of the Executive Officers, Representatives and Staff

A. 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 requesting such an election take place.
   a. This petition shall have on it the signatures of students totaling one-third of the number of students casting votes total in all schools at the most recent election of the Creighton Students Union.
   b. Such officers shall be recalled from office if upon the recall election sixty percent of the votes cast shall be in favor of recall of the officer.
   c. 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 year following the recall.
2. 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 to that specific office. An expulsion may be overridden by a majority vote of the Cabinet.
3. Two-thirds majority of the Cabinet may vote to withhold payment of salary to any member of the Executive Committee for failure to fulfill the duties of the specific offices.

B. Representative Recall and Expulsion
1. Each Representative shall be subject to recall by the Corporation members.
   a. A recall election for a Representative shall be called by the Creighton Students Union upon presentation of a petition requesting such an election take place.
   b. This petition shall have on it the signatures of students totaling one-third of the number of students casting votes within the Representative’s school or college at the most recent election of members of the Creighton Students Union.
   c. The Representative shall be recalled from office if upon the recall election sixty percent of the votes cast shall be in favor of recall of the Representatives.
   d. No Representative shall be subject to recall more than once during a term.
   e. Recalled Representatives shall be ineligible for any office of the Creighton Students Union for at least one year following the recall.

C. The Standards Committee
1. The purpose of this committee shall be to conduct hearings on alleged infractions of Creighton Students Union bylaws and expectations of conduct and recommend sanctions for individual(s) or group violations to the President of the Creighton Students Union. The hearing is not a formal process such as a civil or criminal trial, but an educational endeavor which deals with alleged disruptive behavior.

2. Membership shall consist of the Vice President for Student Affairs acting as chair and seven appointed Representatives of the Standards Committee determined at the discretion of the Vice President for Student Affairs. The committee shall be comprised of one Representative from each school and must be approved by a simple majority vote of the representatives.

3. At the beginning of each term there should be a mandatory training meeting for all Standards Committee members.

4. Any representative failing to complete any of his or her duties as detailed in Bylaw V, G is subject to review.
   a. Any member of the Corporation can petition for a review of a Representative to the Vice President for Student Affairs.
   b. The Vice President for Student Affairs will take the petition to the Executive committee for further review.
   c. The Executive committee can address any issues brought forth in the petition for review or can send the case directly to the Standards Committee.

5. In the event that the Executive committee refer a petition to the Standards Committee, the Vice President for Student Affairs shall call for a meeting of the Standards Committee.

6. The Standards Committee can take one of the following actions with a Representative under review:
   a. Expulsion—permanent removal from CSU
   b. CSU Probation—removal from office and a one (1) year period where the student cannot hold an elected or appointed position within CSU
   c. Excuse infraction
   d. Other action determined by the Standards Committee

D. Presidential Veto and Representative Review of Standards Committee Decisions
1. Any approval made by the Standards Committee shall be subject to a veto by the President.
2. Upon a Presidential Veto, the Executive Committee shall review the vetoed findings. The review of the Executive Committee shall be approved by simple majority vote.
3. Any approval made by the Standards Committee shall be subject to review by the Representatives.
4. Representative Review shall be called if at least 5 five Representatives, who do not sit on the Standards Committee, protest a decision of the Standards Committee, during a general Representative meeting.
5. Upon a Representative Review, the decision shall revert back to the Executive Board.
6. All Standards Committee Decisions are binding and enforced by the Standards Committee.

E. Expulsion of Staff
The Executive Committee may remove from office or hold the payment of salary to any Staff member for not performing the duties of the specific position or following the Policies and Procedures of the Creighton Students Union.

BYLAW V.
Duties of the Creighton Students Union

A. Duties of the Cabinet
1. Shall serve as trustees of the Creighton Students Union.
2. Shall meet monthly and on the call of the chair.
3. Shall oversee the activities of the governments of the Schools of Allied Health, Arts and Sciences, Business, Dental, Law, Medicine, and Nursing.
4. Shall represent the opinions and wishes of the students to the Creighton University President and the Board of Directors.
5. Shall recommend to the Creighton Students Union matters of policy and action for their consideration.
7. Shall approve the corporation’s annual budget.

B. Duties of the Executive Committee
1. Shall carry out the day to day activities of the Creighton Students Union.
3. Shall recommend to the Creighton Students Union matters of policy and action for their consideration.
4. Shall represent the corporation to Creighton University and to all other persons.
5. Shall conduct the business of the Creighton Students Union during the non-academic calendar months. The Executive Committee shall be vested with the power to pay accounts payable and formulate temporary policy for the effective administration of the Creighton Students Union. All actions shall be subject to review and evaluation by the Representatives at the first regular meeting of the semester.
6. Shall assist in the transition and installation of the new Executives.
7. Shall follow all Policies and Procedures of the Creighton Students Union pertinent to his or her office and update these Policies and Procedures as necessary.
8. Shall support the events, activities, and traditions of the students and the University through participation and attendance.
9. Shall oversee the duties of the Election Commissioner.
10. Shall select the Representative of the Year.
11. Shall have all other powers incident to the Executive.
12. Posted business office hours of each executive, in which each executive will physically be in their office available for calls and visitors, shall total no less than ten hours a week, during the academic school year. During the summer months, posted business office hours shall be no less than twenty-five hours a week. Vacations, not just limited to fall and spring break, shall be allowed but shall not hinder the duties of the Executive officers.
13. 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.

C. Duties of the President
1. Shall chair the Cabinet of the Creighton Students Union.
2. Shall organize and direct the Creighton Students Union and serve as the Chief Executive Officer of the Corporation.
3. Shall chair all meetings of the Corporation, the Executive Committee, and of the Creighton Students Union.
4. Shall meet weekly with the Creighton Student Union Advisor.
5. Shall act as liaison between the Creighton Student Union and the Student Activities Office.
6. Shall coordinate the efforts of and meet weekly with each of the Vice Presidents.
7. Shall represent student opinion and wishes to the Creighton community and the community outside the university.
8. Shall approve and sign all contractual agreements, check requests, and allocations of Corporation funds.
9. Shall oversee the Annual Corporation Meeting.
10. Shall be responsible for the Corporation’s Annual Report.
11. Shall be, at the pleasure of the Creighton University Board of Directors, an Ex Officio member of the Student Life Committee of the Creighton University Board of Directors.
12. Shall be, at the pleasure of the National Alumni Board, an Ex Officio member of the National Alumni Board.
13. Shall present the Robert F. Kennedy Award at spring graduation.
14. Shall uphold the mission of the University and defend the rights of students.
D. Duties of the Vice President for Student Affairs

1. Shall oversee the Committees of the Creighton Students Union.
2. Shall act as Chief Operating Officer of the corporation, coordinating the efforts and activities of the Representatives.
3. Shall preside at meetings of the Creighton Students Union upon the absence of the President, and shall at that time rule upon matters of policy and procedure.
4. Shall oversee the Robert F. Kennedy Award selection process.
5. Shall be responsible for publication and distribution of the Freshmen Record.
6. Shall act as parliamentarian for the Creighton Students Union or delegate responsibility to a member of the Corporation who is not in an elected or selected position.
7. Shall oversee the planning and implementation of the Officer Transition Workshops.
8. Shall serve as secretary of the corporation recording all minutes at the meetings of the Corporation, Executive Committee, and Cabinet.
9. Shall oversee and maintain the Creighton Students Union List Serves and Web Pages.
10. Shall Chair the Student Organization Review Committee (SORC).
11. Shall act as a liaison between the Creighton Students Union and the Freshman Orientation Program.
12. Shall coordinate all work study staffing for the Creighton Students Union.
13. Shall uphold the mission of the university and the rights of the students.
14. Shall be charged with Stewardship of the Bylaws and Articles of Incorporation of the Creighton Students Union to ensure their accuracy.
15. Shall oversee the duties of the JayWalk and Corporate Service Coordinators.

E. Duties of the Vice President for Finance

1. Shall chair the Finance Committee.
2. Shall act as Chief Financial Officer of the Corporation maintaining and supervising all financial matters.
3. Shall oversee the production of the Student Directory.
4. Shall ensure that the fees received by the Corporation are used to the best interests of the students.
5. Shall publish quarterly financial reports and be responsible for the yearly audit of the Corporation.
6. Shall oversee the Agnew Student Loan Program.
7. Shall oversee the planning and implementation of several Creighton Students Union Funding Forums throughout the fall semester.
8. Shall uphold the mission of the university and defend the rights of students.

F. Duties of the Vice President for Programming

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. Shall direct the actions of the Creighton Students Union Program Board, a
division of the Creighton Students Union.
3. Shall preside over all Program Board Executive meetings and supervise
planning and implementation all of programming events for the Creighton
Students Union.
4. Shall be responsible for the leadership development and training of all Event
Coordinators, the Assistant Vice President for Programming, and all
Representatives.
5. Shall be the official spokesperson and representative of Program Board to the
University community.
6. Shall hold the power to request and negotiate contracts on behalf of the
Creighton Students Union.
7. Shall consult and receive approval of the Programming Advisor in matters of
contract negotiation.
8. Shall uphold the mission of the university and defend the rights of students.

G. Duties of the Representatives

1. Shall attend all Creighton Students Union meetings and participate in all
Creighton Students Union committees, including Program Board and Finance.
   a. Representatives shall not be absent for more than three Creighton
      Students Union meetings per semester.
   b. Professional School Representatives must attend at least the last 2
      meetings each month.
   c. These last 2 meetings per month shall allow the entire CSU
      Representative Body to present and discuss any legislation necessary.
   d. The Professional School Representatives must meet, as a whole, at least
      once prior to the required meetings at the end of the month.
   e. Matters pertaining to Professional School students can only be voted on
      at the last two meetings of the month.
2. Representatives from the College of Business Administration, College of Arts
   and Sciences, and School of Nursing must attend at least two of their
   respective school or college governmental meetings per semester or be subject
to review by the Standards Committee. Representatives must attend at least
one meeting by the middle of the academic term.
3. Shall serve on standing and/or committees of the Creighton Students Union.
   a. All committees shall meet once a week, in the CSU representative
      office, outside of regulation CSU representative meetings.
   b. Each committee is required to submit detailed minutes of each
      committee meeting to the VP for Student Affairs.
   c. Standing committees shall include the Jesuit Middle School, Tradition
      and Development, Professional Schools, Marketing, and Student Life
      Committees.
   d. The Jesuit Middle School Committee shall assist the Corporate Service
      Coordinator and the JayWalk coordinator.
e. The Tradition and Development Committee shall assist the CSU Program Board in the implementation of events as the Executive Committee deems necessary (such as Homecoming week and Fallapalooza).

4. May serve on Committees of Creighton University.
5. May act as a Liaison to specific constituencies or organizations and make reports to Chairpersons accordingly.
6. Shall represent the needs and wishes of the student body, and specifically those students enrolled in the Representatives own school or college.
7. May form Ad-Hoc committees to deal with specific issues.
8. Shall support the events, activities, and traditions of the students and the university through participation and attendance.
   a. Each Representative shall attend all major CSU events specified by the Vice President of Student Affairs
      1. Each Representative shall be assigned a task by the Executive committee to be served at each major event.
      2. In the event that a Representative has other obligations to which renders him or her unable to fulfill the assigned task, the Representative will submit a written petition with explanation of the other obligations to the Executive committee no later than two weeks prior to the starting date of said event.
      3. The Representative must find another Representative willing to fulfill the obligation assigned to the petitioning Representative.
   b. Each Representative shall attend two CSU Program Board sponsored events and two other CSU funded events each semester, exclusive of events specified by 8a. After attending each event, the Representative shall complete an Event Evaluation Form and submit it to the Vice President for Student Affairs.
   c. Professional School Representatives shall not be required to attend events and activities specified by 8a and 8b.
9. Shall follow all Policies and Procedures of the Creighton Students Union pertinent to his or her office and update these Policies and Procedures as necessary.
10. Shall uphold the mission of the university and defend the rights of the students.
11. May propose resolutions or acts of/for the Creighton Students Union.
12. Shall meet routinely with University Administrators.
13. Shall possess a minimum cumulative 2.5 QPA for students in undergraduate colleges or good academic standing as defined by individual professional schools upon running for office and maintain that minimum cumulative QPA or good academic standing while in office.

H. Duties of Event Coordinators
1. Shall be a voting member of the Program Board Executive Board.
2. Shall serve as committee chair for one of the standing committees of the Program Board
3. Shall be responsible for the coordination and implementation of programming events for his/her committee.
4. Shall hold weekly meetings with the Vice President for Programming.
5. Shall maintain four weekly office hours during the year.
6. Shall direct Program Board committee representatives in the implementation of events.
7. Shall be available to give reports on events to the Creighton Students Union.
8. Shall possess a minimum cumulative 2.5 QPA or its equivalent upon appointment to office and maintain that minimum cumulative QPA while in office.
9. Shall attend at least two CSU representative meetings each semester.

I. Duties of the JayWalk Coordinator
   1. Shall be responsible for planning, marketing, implementation and running of the annual JayWalk event.
   2. Shall be responsible for creating a JayWalk steering committee and gathering sufficient number of volunteers
   3. Shall hold four office hours a week during the school year.
   4. Shall be available to give reports on progress of the JayWalk to the Creighton Students Union
   5. Shall hold weekly meetings with the Vice President for Student Affairs
   6. Shall possess a minimum cumulative 2.5 QPA or its equivalent upon appointment to office and maintain that minimum cumulative QPA while in office.

J. Duties of Corporate Service Coordinator
   2. Shall oversee the operation and proper management of the Creighton Students Union’s commitment to the Jesuit Middle School of Omaha as the official service partner of the corporation and ensure that various projects and events are carried out throughout the year benefiting the school on multiple levels.
   2. Shall be responsible for planning various service projects and events throughout the year that benefits the greater Creighton community and the mission of the Creighton Students Union.
   3. Shall be available to give reports on progress of the JayWalk to the Creighton Students Union
   4. Shall hold weekly meetings with the Vice President for Student Affairs
   5. Shall possess a minimum cumulative 2.5 QPA or its equivalent upon appointment to office and maintain that minimum cumulative QPA while in office.
BYLAWS VI.
Committees and Staff of the Creighton Students Union

A. The Finance Committee
1. The purpose of which shall be to allocate and monitor the funds of the Creighton Students Union and make recommendations concerning the just and fair use of student monies.
2. Membership shall consist of the Vice President for Finance acting as chair and seven Representatives: four Arts and Sciences Representatives, two College of Business Administration Representatives, and one School of Nursing Representative.
3. The finance committee can approve any amount under $5000.

B. 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 selected Event Coordinators.
3. Professional School students that wish to attend Program Board events shall be subject to a fee as determined by the Vice President for Programming.

C. Diversity Cabinet
1. Shall provide a forum for diverse students and student organizations to come together to discuss issue concerning diversity and aid in collaborative programming for the Creighton Community.
2. Membership shall consist of the Presidents of the diversity student organizations, six Creighton student at large selected through the All-University Committee Process, with the CSU President as the chair of the committee.
3. Meetings shall occur once a month and at the call of the President.

BYLAWS VII.
Salaries of Executive Officers

A. Executive Salaries
1. Executive salaries in the form of monetary remuneration shall be paid to the Executive Officers.
2. All salaries shall go through university payroll.
3. The President shall receive monthly stipends totaling eight thousand dollars for the year.
4. The Vice President for Student Affairs, Vice President for Finance and the Vice President for Programming shall each receive monthly stipends totaling seven thousand five hundred dollars.
5. The Assistant Vice President for Programming shall receive monthly stipends totaling three thousand seven hundred and fifty dollars for the year.
6. In the fall of every leap year a salary review committee shall be formed by the CSU President consisting of two Cabinet members, one Finance Committee member, one Representative, and one Executive (who shall act as chair), each elected by either respective body.
   a. The committee shall meet as needed to review executive salaries and propose any necessary salary changes to the Creighton Students Union in a bylaw change
   b. The CSU President shall not sit on the committee, nor vote, unless he or she is the elected Executive
7. No changes in salary shall be given to persons in office during their current terms when an increase or decrease in pays is approved through a bylaw change.

**BYLAW VIII.**
Advisors to the Creighton Students Union

The Vice President of Student Services or his or her designee shall be deemed the General Advisor to the Creighton Students Union. The firm of Gross and Welch, P.C. shall be the legal advisors to the Creighton Students Union.

**BYLAW IX.**
Allocation of Funds

A. **CSU Budget**
   1. The annual approval of the budget shall take place at the last Cabinet meeting 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.
   4. A meeting of the CSU Executives, CSU Cabinet, and a member of the CSU Board of Representatives from each college or school shall take place the last weekend in January to discuss the previous years’ finances in detail and to discuss how CSU funds are allocated.

B. **Eligibility for Student Clubs and Organizations 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.
3. A club or organization shall have a mission or purpose that is congruent to the mission and purpose of Creighton University and the Creighton Students Union.
4. The events being planned must be consistent with the mission and purpose of the aforementioned institutions as well.
5. Events or programs using any amount of CSU funds shall be initiated, planned, and organized by students for students.
6. The club or organization receiving funds shall have a sound financial history with the Creighton Students Union.
7. The Creighton Students Union shall not purchase assets for student groups. The CSU shall only purchase items used in the normal course of operations which can be consumed in one year or less.
8. All CSU funding policies are binding, and failure of student organizations to follow these policies will affect their future ability to secure funds.
9. Punishments for violating funding policies will be determined and enforced by the Executive Committee, under the guidance of the President and Vice President for Finance.

C. 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 Representatives vote to unanimously approve the funding.
   2. Selective clubs and organizations may receive funding for a project or event if and only if the project will benefit the entire student body and if the project or event is in accordance with the mission of the University and the Creighton Students Union.

D. Standing Committees of Creighton Students Union
   1. All standing committees of the Creighton Students Union shall be eligible for funding.

E. Options for Funding
   1. By Activity
      i. Any undergraduate organization or committee of the Creighton Students Union may request funding on an activity-by-activity basis.
      ii. Individual requests for activity funding shall be submitted to the Vice President for Finance for review by the Finance Committee.
      iii. The Finance Committee may approve funding for an activity if the request does not exceed $5000. If a request exceeds $5000, then it shall be approved by a simple majority vote of the Executive Committee.
iv. Social fraternities and sororities may not receive more than 2.5% of the total annual budget. Under no circumstances may there be any alcohol present, even if provided by a third party vendor, at a social fraternities or sorority activity funded by Creighton Students Union.

v. In order to protect its tax-exempt Corporation status, 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. Funding requests for politically charged events will be considered and will be denied if the requested use of funds would cause the loss of tax-exempt status or the imposition of any taxes or penalties. Not included under this clause, are debates and the like, that equally represent both sides of an issue.

vi. Clubs and organizations may receive payment only when they submit receipts and/or copies of bills from their approved event. The total of said receipts and/or bills may not exceed the approved amount by the Finance Committee. Receipts must be submitted when they are collected by the organization.

vii. Funds will only be allocated after the Vice President for Finance has received receipts for the activity. Failure to produce receipts will result in a forfeit of funding.

2. As a Sports Club
   i. Any registered student organization deemed a sports club by the University shall be eligible to be funded as a sports club.
   ii. The total amount allocated to all of the sports clubs shall not exceed 5% of the total student fees that Creighton Students Union is allocated each year.
   iii. All sports clubs who desire funding are required to turn in budget reports each semester outlining their projected expenses, sources of revenue, members and events. These budgets are to be reviewed by the Executive Committee, which will determine the amount that each sports club is to receive for that semester.
   iv. Failure of any sports club to turn in receipts by the date specified in the Policies and Procedures of Creighton Students Union will forfeit their ability to receive funding for the next semester.
   v. The specific process for funding sports clubs is outlined in the Policies and Procedures of Creighton Students Union.

3. As an Undergraduate College or School Student Government the College of Arts and Sciences Senate, the Creighton University Business Administration Congress, and the Nursing Senate shall be eligible to be funded as Undergraduate College or School Student Governments.
i. Undergraduate college or school student governments are required to turn in budget reports each semester outlining their projected expenses, sources of revenue, members and events. These budgets are to be reviewed by the Executive Committee, which will determine the amount that each government is to receive for that semester.

ii. Failure of undergraduate college or school student governments to turn in receipts by the specified date in the Policies and Procedures of the Creighton Students Union will forfeit the government’s eligibility to receive funding for the next semester.

iii. The specific process for funding undergraduate college or school student governments is outlined in the Policies and Procedures of the Creighton Students Union.

F. Presidential Veto and Representative Review
1. Any approval made by the Finance Committee shall be subject to a veto by the President.
   i. Upon a Presidential Veto, the Executive Committee shall review the vetoed funding request. The review of the Executive Committee shall be approved by simple majority vote.

2. Any approval made by the Finance Committee shall be subject to review by the Representatives.

3. A Representative Review shall be called if at least 5 Representatives, who do not sit on the Finance Committee, protest a decision of the Finance Committee, during a general Representative meeting.

4. Upon a Representative Review, the Representative Board shall review the funding request. The review shall be approved by simple majority vote of the Representatives.

G. Double Jeopardy Clause
1. No request shall be re-submitted to the Representatives or the Finance Committee once denied by the Creighton Students Union.

2. The only exception to this rule shall be if all four Executives unanimously agree that the proposal or extenuating circumstances have changed such that the proposal should be reconsidered by the Representatives, who shall approve the proposal by a three-fourths majority vote.

H. 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 CSU receives per student, times the percentages listed below:

i. Creighton Medical Student Government 82%
ii. Associated Dental Students of Creighton University 82%
iii. Student Bar Association 82%
iv. Pharmacy and Health Professions Student Government 82%
v. Graduate School Students $5,000 (per semester)

3. The professional school governments of Medical, Dental, Law, and Pharmacy & Health Professions will be issued at 25% of their rebate allocation during the last week in July, based on the previous semester’s allocation.

4. The remainder of the semester rebates will be allocated when the university has finalized enrollment and when money has been transferred into CSU’s account.

5. For the purpose of rebate allocation the student governments shall work on the university’s fiscal year.

6. All the unspent rebate money shall be deducted from the first transfer of the next fiscal year. All budget reports and accounts will be reviewed the first week of July, prior to the 25% allocation done during the last week in July.

BYLAW X.
Transition and Installation of New Administrations

A. Transition
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 and Procedures of the Creighton Students Union, and sessions on the history and experiences of past and present Creighton Students Union officers and administrations.

B. Transfer of Power
The outgoing President, Vice President for Student Affairs, Vice President for Finance, Vice President for Programming, and Representatives shall have all the responsibilities and duties of the given offices of the Creighton Students Union until the Friday of finals week of the Fall Semester, at which time power and responsibility shall transfer to the newly elected administration. The incumbent Executives shall turn in all keys and vacate the Creighton Students Union office by said Friday of finals week.

CREIGHTON STUDENTS UNION
BYLAWS
*Revised 4/4/07*
C. Inauguration
The Inauguration of the President, Vice President for Student Affairs, Vice President of Finance, and Vice President for Programming shall take place at the final meeting of the fall semester.

D. 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 a newly elected Board. Furthermore, the newly elected Creighton Students Union shall have full responsibility for the execution of any event planned prior to the last Friday of finals week of the Fall Semester but to be executed after that date.

BYLAW XI.
Policies and Procedures

Policies and Procedures of the Creighton Students Union shall be determined by the Policies and Procedures Manual for the Creighton Students Union. No policy or procedure shall conflict with the Articles or Bylaws of the Creighton Students Union.

A copy of the Policies and Procedures is available in the Creighton Students Union office in the Student Activities Office.