



POLICIES AND PROCEDURES OF THE CREIGHTON STUDENTS UNION



CREIGHTON
STUDENTS UNION

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POLICIES

Constitution, Bylaws, and Policies & Procedures

- A. All updates, amendments, and other changes to the Constitution and Bylaws are to be stored in both electronic and hard files.
- B. When the Constitution, Bylaws, and Policies and Procedures are updated or amended copies should be promptly sent to the CSU Advisor and to all current CSU Executive Officers. At the beginning of each fiscal year the most recent copy should be sent from the CSU President to the Vice Provost for Student Life and Creighton University's General Counsel.

Eligibility to Run for Office

- A. The following positions are elected: President, Executive Vice President, College of Arts & Sciences Representative, Heider College of Business Representative, and College of Nursing Representative. Students within their respective school/college vote for their representatives. President and Executive Vice President are elected at-large by the student body.
- B. In order to become eligible to become a formalized candidate on the CSU Election ballot, the following criteria must be met:
 - 1. The candidate running for office must be an enrolled student
 - 2. If the candidate is running for a position on the Executive Committee, they must be a full-time student.
 - 3. The candidate running for representative may only run for an office representing their own academic college/school.
 - 4. The candidate running for representative must complete a petition for nomination, consisting of 80 signatures of full-time students.
 - 5. The candidate running for President or Executive Vice President must complete a petition for nomination, consisting of 120 signatures of full-time students.
 - 6. The election candidates must have a minimum cumulative 2.5 GPA or its equivalent in the Professional and Graduate schools. Candidates must be in good standing with the University to be eligible to run for a position.
 - 7. The candidate must be willing to make a full one-year commitment to their respective duties.

Election Rules

- A. A CSU Election Information Session will be held at least one (1) month prior to the General Election.
- B. All election candidates must attend a mandatory Election Rules Meeting held *at least* two weeks prior to the General Election. If a candidate is unable to attend the meeting because of an academic or athletic conflict, it is the responsibility of the candidate to inform the election commissioner prior to the mandatory meeting and make arrangements with the election commissioner to obtain the required information. Failure to attend the Election Rules Meeting will result in disqualification from the election.
- C. The slate of candidates for all elected CSU positions is final at the conclusion of the Election Rules Meeting.

1. All candidates will receive electronic confirmation of their candidacy from the election commissioner or their designee from the Elections Committee.
- D. Campaigning begins two weeks prior to the General Election.
1. Each campaign is subject to a \$500 spending limit. A campaign and its limits are defined as the following:
 - i. For an individual campaign costs cannot exceed \$500.
 - ii. For an individual campaigning with another candidate the total campaign costs for both candidates cannot exceed \$500.
 - iii. For an individual campaigning for more than one position the total campaign costs for both positions cannot exceed \$500.
 2. Spending limit enforcement is the responsibility of the election commissioner or their designee. It is the responsibility of the candidate to provide the following information prior to utilizing materials in one's campaign:
 - i. Receipts for items must be turned in to the election commissioner or their designee before the materials can be distributed.
 - ii. Campus resources accessible to all students of the university will not be charged towards the \$500 spending limit (i.e. banner paper, web-site host, etc).
 - iii. Websites and donated products will incur a value, based on a current market value, which will be deducted from the spending limit as determined by the Election Committee.
 3. Verbal campaigning may commence exactly two weeks prior to the General Election. Verbal 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 (i.e. the Mall, dining hall, etc.).
 - i. When the two-week campaign period begins during the university's Fall Recess, the election commissioner, with majority approval of the Executive Committee, can elect to allow campaigning to begin three (3) weeks before the General Election date.
 4. Prior to the distribution of any promotional materials including, but not limited to, posters, flyers, websites, t-shirts and other give-a-ways, approval must be obtained from the election commissioner or their designee.
 5. Candidates and the individuals affiliated with their campaign must abide by all applicable university regulations, policies, and procedures which include, but are not limited to, the following:
 - i. University Posting Policies and Procedures, which can be found at https://www.creighton.edu/fileadmin/user/StudentServices/SLIC/SLIC/SLIC_Posting_Map.pdf
 - ii. Reserving space for scheduled activities and public appearances, which include campaigning on the Mall, handing out flyers or promotional materials. Contact information for space reservations can be found at <http://www.creighton.edu/reservations>.
 - iii. All necessary reservations may be made through the Election Committee under the Creighton Students Union. Any costs incurred from these reservations will be billed to the candidate and qualify as candidate expenditures.
 6. The Creighton Students Union executive officers, speaker of the board, AVP for programming, president elect, or executive vice president elect cannot endorse a candidate(s).
 7. Should an executive, speaker of the board, AVP for programming or executive elect be found endorsing a candidate in any way, that executive will be sent to the election commission and/or advisor. Student organizations, including college or school governments, can endorse a candidate(s).

- i. CSU funds and/or items purchased with CSU funds may not be used for the purpose of endorsing a candidate
 - ii. CSU funds and/or items purchased with CSU funds may be used for the purpose of an incentive program for their constituents or members to vote.
 8. The use of social media (i.e. Twitter, Facebook) in campaigning is allowed but only during the designated campaign period
 - i. No official announcement of office can be made via social media before the start of the campaign period
 - ii. If the candidate is charged a fee for the use of a form of social media, that amount will count towards his or her \$500 spending limit.
 9. No candidate shall be allowed to actively solicit votes on election day, instead it will be his or her responsibility along with the Creighton Students Union to encourage voter turnout. A candidate must cease having an active physical presence in the campaign (e.g. tables in Skutt, visits to student organizations, ect.) at 12:00 midnight the night before election day
 10. Should two candidates choose to run as a ticket, no special privilege will be given to them. The ballot will still list candidates separately.
- E. All candidates for the position of president and the executive vice president must be available to be interviewed by the staff of the *Creightonian*.
- F. Listservs and other electronic distribution lists may be established prior to formal campaigning for organizational purposes. When such a list is created, the candidate must inform the election commissioner and a member of the Election Committee must be put on the list for monitoring purposes.
- G. If a candidate has any sort of campaign committee, a list of these members must be turned in to the election commissioner prior to the two-week campaign period.
- H. No person or entity external to Creighton University may endorse or fund a campaign in any capacity.
- I. Promotion of values incongruent with the values of Creighton University will result in candidate and office ineligibility.

Academic Year Office Hours

- A. Each executive of the Creighton Students Union and the speaker of the board shall post office hours. During the academic year:
1. executives are required to post 10 hours a week and the speaker of the board is required to post 5 office hours a week; the assistant vice president for programming is required to post 8 office hours a week; consistent with university business hours.
- J. Each executive, speaker of the board and assistant vice president for programming must inform the CSU Advisor's Administrative Assistant of their hours so they can keep others informed, including the front desk.

Eligibility to Maintain Office

- A. In order to retain status as an executive, Speaker of the Board, or Assistant Vice President for Programming of CSU, the following criteria must be met:
1. The officer must be a full-time student, excluding the Speaker for the Board and Assistant Vice President for Programming

2. The officer must maintain a minimum cumulative 2.5 GPA or its equivalent in the Professional or Graduate Schools. Officers must in good standing with the University throughout the term.
3. The officer must maintain a full one-year commitment to their duties of office as outlined in the Bylaws of the Creighton Students Union.
 - a. Speaker of the Board is required to maintain a semester commitment
- B. If an officer does not meet these criteria they can be subject to Executive Recall and Expulsion by the student body.

Summer Office Hours

- A. During the summer months, the executives of the Creighton Students Union are expected to be in Omaha and to keep regular office hours consistent with university business hours.
- B. Executives are required to post at least 12 hours of work per week during the summer. The Assistant Vice President for Programming is required to post at least 5 hours of work per week during the summer.
- C. Executives may acquire a second job so long as it does not interfere with the duties, responsibilities, and business of their positions with CSU at the discretion of the CSU Advisor
- D. CSU officers are entitled to one week paid vacation during the summer months. Vacation exceeding one week must be pre-approved by the CSU President and CSU Advisor. Vacation exceeding one week must also be made up hour by hour with extra office hours.
- E. Summer office hours begin one week following the annual Creighton University Commencement Ceremony

Guidelines for Outside Employment and Campus Involvement

- A. No member of the Executive Committee shall hold any other office, executive position, or be a NCAA Division I athlete.
- B. The CSU President and Advisor must approve a position of prominence and responsibility, which would not fall under the above categories, before and while serving in an executive position. Such positions include—but are not limited to—resident advisor, committee chairmanship within organizations, and spring break service trip coordinators, as well as holding equivalent positions in non-university organizations. Nor shall any member of the Executive Committee be employed by any entity during the academic year. A member of the Executive Committee may be employed through Federal Work Study as indicated by the member's Financial Aid package subject to approval by the CSU President and Advisor and review of duties by the Executive Committee at any point during the term.

Weekly Duties of the Executive Committee

- A. Each member of the Executive Committee shall meet once a week with the CSU Advisor to discuss goals, policies, procedures, progress, and business of the Creighton Students Union.
- B. The Executive Committee shall attend all weekly Board of Representatives and Cabinet meetings to give reports to the Board for timely dissemination to appropriate constituents.

- C. Upon request, the members of the Executive Committee shall serve as the student body representatives at official functions, under coordination of the President. This includes but is not limited to orientation events and Commencement.

Relations with News Media

- A. All media inquiries dealing with CSU policy, legal matters, or issues of student-wide concern should be directed to the President, who may direct inquiries to members of the Executive Committee.
- B. Specific committee chairpersons and/or members of committees dealing with issues and policies may address issues pertaining to specific committees and/or proposals.
- C. The CSU budget may only be released to the public utilizing university account descriptors, and it may only be released upon the authority of the President or the Vice President for Finance with the President's approval.

Creighton Students Union Lobbying Efforts

- A. It is imperative to effective lobbying that all members of the Creighton Students Union speak in a unified and consistent voice in order to represent the opinions and wishes of the student body effectively.
- B. The President shall coordinate any lobbying efforts to constituencies outside of the university.

University Statutes Requirements – Search Committees and University Committees

- A. The Creighton Students Union has several responsibilities delegated to it by the Statutes of Creighton University. These responsibilities shall be carried out in accordance with these Policies and Procedures of the Creighton Students Union.
- B. Search Committee Membership: CSU will select students to serve on the nominating or search committees for senior leadership positions at the University. The CSU President will appoint members to fill student spots on nomination or search committees. The Executive Committee must approve these appointments by a simple majority vote. Appointees to senior leadership nominating or search committees must be members of the CSU government, preferably members of the Executive Committee or the Cabinet. In accordance with the University Statutes, at least one student must be appointed to the following search committees:
 - a. Provost
 - b. Executive Vice President
 - c. Vice President for Administration
 - d. Vice President for Finance
 - e. Vice President for University Relations
 - f. General Counsel and Corporate Secretary
 - g. Vice President for Information Technology
 - h. All Vice Provost positions
- C. The nominating committee for the President of the University shall include two student appointees, but membership on this committee is dynamic and subject to the prerogative of the Chair and Executive Committee of the Board of Trustees.

- D. The search committee for Academic Deans shall each have two student appointees. Appointments to these search committees must come from the school or college with the ongoing search and the appointment process shall be delegated to the Cabinet member from the school with the ongoing search process.

University Committees

- A. Student representatives to the University Committees are appointed by the Creighton Students Union.

The CSU Executive Vice President, at the conclusion of the academic year, coordinates application and selection of student representatives. The application period shall be set to allow students to return completed applications prior to finals week of the spring semester. The CSU Executive Vice President, with approval of the President shall determine the slate of appointees and

- B. Those appointed to the University Committee on Student Discipline must be confirmed with the committee chair before being notified of their appointment.
- C. The Executive Vice President, with the aid of the Executive Committee, shall maintain contact with the committee chairs to check upon the progress and participation of the student representatives.
- D. Appointed students are expected to regularly attend and participate in meetings of their respective committees. Appointed students may be asked to attend a CSU Board of Representatives meeting to report on the work of their respective committees.
- E. CSU may be asked to appoint students to other committees not specifically outlined in the university statutes.
- F. The Statutes outline the following committees requiring appointments by CSU:
 - a. Financial Advisory Committee
 - i. Three (3) total students
 - b. University Committee on Student Life Policy
 - i. Seven (7) total Students
 - 1. Two (2) students must be members of the Board of Representatives
 - 2. One student must be a delegate from Inter Residence Hall Government (IRHG), (Contingent on selected delegate of IRHG applying for the University Committee on Student Life Policy)
 - c. Campus Planning Committee
 - i. Two (2) total students
 - 1. One (1) undergraduate student
 - 2. One (1) graduate/professional student
 - d. University Committee on Student Discipline
 - i. Nine (9) total students
 - 1. One graduate/professional student
 - 2. One female undergraduate student
 - 3. One male undergraduate student
 - 4. Six alternate students (2 graduate/professional, 2 male undergraduate, 2 female undergraduate)
 - e. University Committee on Lectures, Films, and Concerts
 - i. Four (4) total students
 - 1. Two students must be in the CSU government

2. One other undergraduate student
3. One other graduate/professional student
- f. University Committee on Public Honors and Events
 - i. Two (2) total students
- g. University Athletic Board
 - i. Three (3) total students
 1. One student must be a graduate/professional student
- h. University Committee on the Status of Women
 - i. Six (6) total students
- i. Americans with Disabilities Act Committee
 - i. Two (2) total students

Services to Student Organizations

- A. The Vice President for Finance shall hold a minimum of one (1) funding forum (Fall/Spring Conference) held in conjunction with the conference organized by the Executive Vice President. The purpose of this forum is to acquaint students with the funding policies of the Creighton Students Union.

Student Organization Review Committee

- A. The Student Organization Review Committee (SORC) serves the purpose of reviewing and making recommendations to the Vice Provost for Student Life concerning new student organizations on Creighton's campus. The SORC meets once a semester and consists of four members:
 1. A Creighton Students Union Executive Member
 2. The Director of Student Activities
 3. Student representative from the Student Life Policy Committee (of the opposite sex of the Creighton Students Union Executive Member)
 4. A Graduate/Professional school representative selected by the CSU Cabinet
- B. SORC is a subcommittee of the Student Life Policy Committee. Policies and procedures of SORC are kept by the Student Leadership and Involvement Center.

Responsibilities of CSU Board of Representative Committees

- A. Representatives are responsible for serving on committees within the organization in which they can take part. The Standards Committee and Appropriations Committee are two standing committees.
- B. *Ad-hoc* committees may be formed around student issues and projects decided upon by the Executive Committee at the beginning of each term.
- C. Chairpersons shall be responsible for the coordination of the efforts and activities, including but not limited to holding weekly committee meetings.
- D. Chairpersons shall report on the progress of their committees on an as-needed basis at Board of Representatives meetings of the Creighton Students Union.
- E. Chairpersons shall be responsible to communicate with the speaker of the board on a weekly basis or more frequently if required.

CSU Program Board

- A. CSU Program Board is a division of the Creighton Students Union chaired by the Vice President for Programming. The members of CSU Program Board are responsible for implementing a wide variety of activities to meet the diverse needs of the student body. This organization seeks to enhance the educational, social, and cultural environment of campus.

Programming Events

- A. The purpose of the CSU Program Board is to provide the Creighton community with multicultural, social, recreational, educational, and entertaining programs that are responsive to the needs of the university.
- B. In providing such programs, the CSU Program Board assists students in the development of their leadership skills through practical programming experiences, group training, and one-on-one contact.

Contracting

- A. The vice president for programming holds the power to request contracts on behalf of the CSU Program Board. The vice president for programming is the sole negotiator and contractor for the CSU Program Board.
- B. The vice president for programming and assistant vice president for programming may request a contract after receiving a majority vote from the CSU Program Board or after receiving permission from the CSU Program Board advisor.
- C. The president or vice president for finance, with the pre-approval from the president, holds the power to request contracts on behalf of CSU. The president and the vice president for finance are the sole negotiators and contractors for CSU.
- D. The president and vice president for finance may request a contract after receiving a simple majority vote of the Executive Committee or after receiving permission from the CSU advisor.
- E. A copy of all completed contracts, technical riders, hotel reservations, and CSU Program Board Contract Riders should be kept and filed appropriately for seven years after their use.
- F. All questions, concerns, or problems with contracts should be fully addressed before any contract is signed.

Event Coordinators

- A. The newly appointed vice president for programming and assistant vice president for programming are responsible for the selection of the event coordinators that will make up the CSU Program Board Executive Board for the next calendar year.
- B. The vice president for programming shall ensure that the event coordinators are performing their duties as stated in the CSU Program Board Constitution. (Article 4, Section 2C)

CSU Fellowship

- A. The Creighton Students Union Fellowship is CSU's leadership development program to prepare first year undergraduate students for the opportunity to take positions in the CSU government throughout their collegiate career.
- B. The CSU president is the chair and coordinator of the CSU Fellowship and the Presidential Fellowship Advisory Committee (PFAC).
- C. In accordance with the CSU Bylaws, the PFAC is comprised of alumni members of the Presidential Fellowship and is selected during elections and appointments in November following the procedure outlined in the Bylaws.
- D. The members of the Presidential Fellowship will be selected with assistance from the University Admissions staff. The CSU president will work with a representative from Admissions to select and extend invitations from the pool of undergraduate applications. Potential fellows should be selected based on the merit of their application and involvement resumes and every effort should be made to diversify the program so that there is an even distribution of gender, ethnicity, intended program of study, hometown, and first year residence hall. Preference should be given to students not admitted to the Freshman Leadership Program, Honors Program, or the Cortina Community. Students on the wait list for these learning communities may be considered.
- E. The deadline for students to accept an invitation to participate in the CSU Fellowship is May 1.
- F. The CSU President will communicate with the fellows throughout the summer. Fellows should be given move-in times on Friday evening and a Welcome Luncheon should be hosted with families the Saturday before Fall classes begin.
- G. The CSU President will develop the curriculum and program for the Fall. Each year may choose different themes and session topics, but the semester should include the following three themes or topics: leadership theory and styles in practice, practical leadership and professional skills, and Ignatian leadership. A Presidential Fellowship transition binder will be kept in the files of the CSU president with information pertaining to sessions, speakers, and disseminated information in past semesters to aid in the planning of the semester.
- H. The CSU president will work with the PFAC during the spring and summer and guide the committee in the projects the committee chooses to undertake. The committee will be tasked with planning extra-curricular events for the fellows. These events may include, but are not limited to, retreats, group dinners, reflection times, or mentorship opportunities.
- I. Fellows may not miss more than three seminars
- J. The president retains the right to dismiss any fellow whose behavior does not align with the CSU mission, values, and/or does not meet the CSU Fellows requirements.

Annual Report of the Union

- A. At the annual meeting, the Annual Report of the Creighton Students Union (State of the Student Address) shall be made available and highlighted by the president. The Annual Report shall include, but not be limited to, a list of goals for the year, what was accomplished, what still needs to be achieved, and reflections on the year.

- B. The Annual Financial Report shall be given at the last regularly scheduled Board of Representatives and Cabinet meetings in the Fall Semester.

Annual Reports to the Board of Trustees

- A. CSU will prepare a report for the Mission, Jesuit Identity, and Student Life Committee for Board of Trustees meetings, presented by the President. This report should include all CSU Executive summaries, achieved goals, current initiatives, and future plans.
- B. The CSU President shall provide a copy of the report to the Division of Student Life no later than one week prior to the Board of Trustees meeting.
- C. Raw survey data, executive summaries, and oral presentation materials shall be kept on record in Albatross or designated University system

CSU Financial Policies

Assets

- A. Assets not intended to be distributed to the student body shall only be purchased with a majority vote of approval by the Executive Committee, after considering possible budget implications, as reported by the vice president for finance.
- B. All assets purchased by the Creighton Students Union or any of its subsidiaries, not for the purpose of distribution to the student body shall be monitored by and used at the sole discretion of the Executive Committee.

Budgeting

A. Budget Process

1. The Vice President for Finance shall prepare the annual budget for the Creighton Students Union during the spring semester. The budget should be prepared by analyzing expenditures of previous fiscal years, any anticipated variations in expenditures for the next fiscal year, any bylaw changes, and a calculated projection of revenues for the next fiscal year.
2. The first draft of the budget proposal shall be finished no later than three weeks before the April Cabinet meeting.
3. Before being presented to the Board of Representatives for approval, the budget proposal shall be presented to and approved by the following bodies for discussion and recommendations:
 - i. The Executive Committee;
 - ii. The Appropriations Committee;
 - iii. Cabinet;
4. After being presented to the aforementioned bodies, a final draft of the budget proposal shall be prepared by the Vice President for Finance and presented to the Cabinet at the April Cabinet meeting.
5. If approved by the Cabinet, the budget shall be forwarded on to the CSU Advisor, the Vice Provost for Student Life, and the Business Office.
6. If not approved by the Cabinet, the Vice President for Finance shall make any necessary revisions and present the budget to the Cabinet at special Cabinet meetings until the budget is approved.

7. The CSU Vice President for Finance is required to post the CSU Program Board budget to Banner by the Friday after the roll over funds from the previous fiscal year are approved.
8. The CSU Vice President for Finance is required to post the CSU Budget to Banner by October 1 or the next business day.

B. Budget Changes

1. After the fall transfer of the university fee to CSU, the Vice President for Finance shall prepare an updated projection of revenues, and make any necessary adjustments to budgeted expenses. After the spring transfer of the university fee to CSU, the vice president for finance may need to again make any necessary adjustments to the budget, and:
 - i. If the updated projection of revenues deviates from the projected revenues approved in the most recent budget by less than five percent (5%), the adjustments shall be reviewed by the Executive Committee and approved if acceptable.
 - ii. If the updated projection of revenues deviates from the projected revenues approved in the most recent budget by five percent (5%) or greater, the adjustments shall be reviewed by the Cabinet and approved if acceptable. If not approved by the Cabinet, the vice president for finance shall make the necessary revisions and again present the revisions to the Cabinet. This process shall continue until the Cabinet grants approval.
2. It shall be the duty of the Executive Committee to adhere to the approved budget. The Cabinet shall be made aware of any significant deviations from the budget throughout the year.

C. Rollover Funds

1. Any monies not expensed during the previous fiscal year as of June 30 shall be considered rollover funds.
2. The use of all rollover funds must be prepared by the Executive Committee following the end of the fiscal year and presented to the CSU Cabinet at the first Cabinet meeting of the fall semester to be voted upon. In order for the rollover budget to be approved it must pass through the CSU Cabinet, the Executives, and the CSU president.
3. CSU Program Board rollover is to be approved by the CSU Executive Committee. The Vice President for Programming shall propose the CSU Program Board rollover at the Executive Committee meeting following the CSU Cabinet meeting at which the CSU Budget for the next fiscal year was approved.
4. CSU Program Board rollover is subject for review and change during the second week of August of the current fiscal year or at the close of the controller's year-end. In the event that CSU would be in a deficit, the rollover previously allocated to CSU Program Board can be reallocated to cover current CSU expenses.
5. The final amount of rollover allocated to CSU Program Board will be decided the third week of August or at the close of the controller's year-end.

Financial Transactions**A. Deposits**

1. All cash and checks for deposits into agency accounts shall be copied by the Vice President for Finance for records before they submit the cash and/or checks to the Business Office for deposit to the CSU agency account.

B. Executive Use of CSU Funds

1. Except as provided in subsection 5 of this section, all use of CSU funds falling within the budget must be approved by the Vice President for Finance before the expense is incurred.
2. Prior to the expense being incurred, CSU executives shall submit an expense request form to the Vice President for Finance, indicating the estimated expense amount and the budget line from which the expense will come.
3. Upon approval, the Vice President for Finance will notify the executive, at which time the expense can be incurred.
4. If not approved by the Vice President for Finance, the expense request can be brought before the Executive Committee. A majority vote by the Executive Committee will approve the expense request.
5. All expense requests that do not fall within the budget or exceed the budgetary allocations shall go directly to the Executive Committee for approval by a majority vote.

C. Representative Use of CSU Funds

1. Any representative or CSU committee can apply for CSU funds through the completion of a Representative Funding Request Form.
2. Once the form is properly completed and submitted no later than 5 academic school days prior to the incurrence of the requested expense, the funding request will be brought before the Executive Committee.
3. The representative or CSU committee is required to be aware of all the *Guidelines for Use of CSU Funds for Undergraduate Student Organizations* (p14) as all these policies apply to their funding request with the exception of
4. deadlines stated.
5. The representative or CSU committee requesting funds is not required to be present at the time the funding request is reviewed; however, there is the option to be present.
6. A majority vote by the Executive Committee will approve the expense request. The Executive Committee's decision is final.
7. The Vice President for Finance will instruct the representative or CSU committee of the appropriate methods to incur approved expenses.

D. Direct Pay Requests (DPR)

1. Direct Pay Requests are used to pay for expenses already incurred. Prior to payment, a memo ordering the DPR must be created, with the original invoices or itemized receipts attached. This shall be submitted to the Business Services Center.
2. The Administrative Assistant shall prepare all direct pay requests for submission to the Controller's Office. Copies of all Direct Pay Requests and the invoices and receipts that accompany them shall be kept for records.
3. If the DPR is in regards to the CSU Agency account 800101, the following individuals must sign the DPR before submitting it to the Controller's Office:
 - i. The CSU vice president for finance;
 - ii. The CSU president;
 - iii. The CSU advisor;
 - iv. The Creighton University Associate Vice Provost for student life;
4. If the DPR is in regards to the CSU Program Board agency account 800213, the following individuals must sign the DPR before submitting it to the Controller's Office:
 - i. The CSU vice president for programming;
 - ii. The CSU Program Board advisor;
 - iii. The CSU advisor;
 - iv. The Creighton University Associate Vice Provost for student life;
5. In the event a DPR exceeds \$10,000, the CSU president MUST sign the request.
6. In the absence of one of the CSU executives stated above, and with approval of the CSU president, another executive may sign a direct pay request.

E. Credit Card Transactions

1. The CSU/Student Activities credit card can be used for certain small expenses and expenses in which Direct Pay Requests cannot be used for payment.
2. Use of the credit card for CSU expenses, however, must go through the approval process for use of CSU funds (described in section B&C), at which time the Vice President for Finance must approve use of the credit card as a form of payment.
3. Any authorized user of the CSU credit card must sign out the credit card with the CSU p-card custodian (CSU Advisor or their designee).
4. In the event a credit card purchase exceeds \$10,000, the CSU president MUST sign the statement. In the absence of one of the CSU executives stated above, and with approval of the CSU president, another executive may sign the credit card statement.

F. Personal Reimbursements

1. Personal reimbursements of funds after the expense has been incurred and paid for should be avoided and direct pay requests and credit card transactions should be the primary means of payment for approved expenditures.
2. In the event that a personal reimbursement must be made, the expense must still have gone through the approval process for use of CSU funds (described in section B). Original itemized receipts must be submitted for reimbursement.
3. If the personal reimbursement is \$50.00 or less, a petty cash voucher will be prepared by the p-card custodian (CSU Advisor or their designee), which must then be signed by the CSU Vice President for Finance and the CSU Advisor before it is redeemed at the Business Office.
4. If the personal reimbursement is over \$50.00, a Travel & Business Expense Report Form must be filled out and signed by the CSU Vice President for Finance, the CSU President, the CSU Advisor, and the Creighton University Vice Provost for Student Life.
5. All Travel and Expense Reports (TER) must be submitted within seven (7) days of the traveler's return to receive reimbursement.
6. If the TER is not submitted within seven (7) days the traveler will forfeit the reimbursement.

G. Journal Transfers

1. Journal transfers are used to transfer funds from one agency account to another. They are necessary when making transfers for Program Board and various departments on campus for payments and reimbursements.
2. For all purposes, journal transfers shall be treated just like Direct Pay Requests and must go through the approval process for use of CSU funds.
3. After being prepared by the Business Services Center, journal transfers must be signed by the following individuals before being sent to the Controller's Office:
 - i. The CSU vice president for finance;
 - ii. The CSU president;
 - iii. The CSU advisor;
 - iv. The Creighton University Associate Vice Provost for Student Life

H. Payroll

1. Salaries for the Creighton Students Union executives, the Assistant Vice President for Programming, and the Speaker of the Board are as stated in the Articles and Bylaws of the Creighton Students Union Constitution:

i. President	\$8,600.00
ii. Executive Vice President	\$8,000.00
iii. Vice President for Finance	\$8,000.00
iv. Vice President for Programming	\$8,000.00
v. Assistance Vice President for Programming	\$4,000.00
vi. Speaker of the Board (per semester)	\$1,000.00

2. In addition, the Creighton Students Union pays one-half (1/2) of the salary and benefits of the Administrative Assistant. The Student Leadership & Involvement Center pays the remainder of the Administrative Assistant's salary.
3. In addition, all Creighton Student Union Coordinator positions may be awarded a \$250 gift one lump sum installment of Jaybucks.
 - i. The Jaywalk, Conference, and Graphic Design & Marketing coordinators will receive their respective gifts after completing their respective events.
 - ii. This gift will also be awarded to the Diversity and Inclusion Coordinator in the event an Edge Internship is not secured.
 - iii. Stipend withholdings and reductions can be made by the Executive Committee per a majority vote.
4. Any other salaries or payments for employment must be arranged by following the CSU procedures for hiring and employment.
5. All salaries and payments for employment must be paid through Creighton University. In any payment situation, the person being paid should complete the job before total remuneration.
6. CSU executive salaries are paid over the course of thirteen (13) months. This is to encourage a transition period.
7. At the end of each term, the outgoing vice president for finance should set up the incoming executive payroll. The Federal tax forms W-4 and I-9 must be filled out by each paid executive of the Students Union.

I. Donations

1. Monetary donations \$250 and over made by the Creighton Students Union need not be documented with a receipt.

Appropriations Committee

The Appropriations Committee is a standing committee of the Creighton Students Union for making financial recommendations and decisions, especially pertaining to undergraduate student organizations.

A. Membership and Selection

1. The Appropriations Committee shall consist of seven (7) non-members of the Board of Representatives, appointed by the incoming Executive Vice President, the incoming Vice President for Finance, the outgoing Executive Vice President, and the outgoing Vice President for Finance.
2. Appropriations Committee member terms shall run from the beginning of the spring semester to the end of the fall semester.
3. Every effort should be made to have a balanced representation of schools, genders, ethnicities, and student organizations.
4. The Vice President for Finance chairs the Appropriations Committee, serving in a non-voting capacity, except to break a tied vote.

B. Selection Timeline

1. Applications for Appropriations Committee members will be released the week of CSU elections and will be due three weeks from the day of the election.
2. Following the selection of the incoming Vice President for Finance, incoming President, the incoming Vice President for Finance, the outgoing President, and the outgoing Vice President for Finance will review Appropriations Committee applications.

3. Interviews for applicants will take place the week following Thanksgiving Break and applicants will be notified of the decision by the week of finals.
4. Training for the Appropriations Committee will take place before the first Appropriations meeting which will take place no later than the first three weeks of the semester.

C. Meetings

1. The Appropriations Committee shall hold weekly meetings to review funding requests and make financial recommendations and decisions during the academic year, as needed.
2. All decisions of the Appropriations Committee shall be made with a simple majority vote of four (4).
3. As stated in the Bylaws, members may not vote on or be present for the vote involving any request from any organization in which they are an executive.
4. The Vice President for Finance shall update the Appropriations Committee throughout the year about the financial situation of the Creighton Students Union. The amount of funds available for allocations will be updated at every Appropriations Committee meeting.
5. All Appropriations Committee meetings must be audio-recorded for historical purposes.
6. Appropriations Committee members are allowed a maximum of two excused absences throughout the year. A formal warning will be issued by the Vice President for Finance if a member reaches two (2) absences. The Vice President for Finance reserves the power to remove a member from the Appropriations Committee if they exceed two (2) absences.
 - i. If a member is removed from the committee, applications for the open position will be solicited as soon as possible. The selected applicant will then serve only for the remainder of the term.

Undergraduate Student Organizations

A. Eligibility Requirements of Undergraduate Student Organizations, Undergraduate Student Governments, and Sports Clubs for CSU Funding

- a. The undergraduate student organization, undergraduate college or school government, or sports club, hereby referred to as the “group”, must be registered as an undergraduate student organization in the Student Leadership and Involvement Center.
2. The group must meet one of the following requirements:
 - i. The group must be open to all students of Creighton University;
 - ii. Or in the case of student governments, the activity must be open to all students of their respective school;
 - iii. Social Fraternities and Sororities are not eligible for funding unless funds are used strictly for Philanthropy events. All Fraternity and Sorority organizations must follow established CSU funding policies and procedures.
3. The group and their activity must have a mission or purpose that is congruent to the mission and purpose of the university and CSU.
4. Activities must be organized and planned by Creighton students primarily for students.
5. The group must have a sound financial history with CSU.
6. The group must either:
 - i. Have one (1) Creighton Federal Credit Union account with the following requirements:
 - a. A corporate resolution updated with the current officers of the student group;
 - b. The statements sent to the Student Leadership and Involvement Center;
 - c. a two-signature requirement on the account and the signature of the moderator;

- d. The CSU Vice President for finance as a signer on the account;
 - e. The account must be updated annually with the current executives of the group as signers; OR
- ii. *for undergraduate student organizations or non-student organizations receiving reimbursement:*
 - a. have an agency account; these groups must indicate on their funding request form that they have an agency account.
- 7. If a request for funding is from more than one student group, all of the groups involved must meet the eligibility requirements.
- 8. To retain eligibility to receive CSU funds, the president of undergraduate school or college government cannot exceed one (1) absence from CSU Cabinet meetings

B. Eligibility for Non Student Organizations for CSU Funding

Disclaimer: CSU funds come from university fees with the intent that they will be used to provide diverse programming for students and enhance the extra-curricular life of students.

Therefore, CSU funding is primarily reserved for student events. CSU recognizes, however, that in certain situations CSU funding may be appropriate for non-student organization planned activities that will enhance the extra-curricular life of Creighton students while furthering the mission and purpose of CSU.

- 1. The activity must be open to all Creighton students.
- 2. The activity must have a mission or purpose that is congruent with the university and CSU.
- 3. The activity must enhance the extra-curricular life of Creighton students.
- 4. The activity must involve students with the planning and implementation.
- 5. The activity must be deemed appropriate for CSU funding by the Appropriations Committee.

C. Guidelines for Use of CSU Funds

- 1. Creighton Students Union is one of many sources for funding activities. It is expected that groups gain other sources of funding including dues, support from university departments, fundraising, etc.
- 2. If a group is requesting CSU funds, the group cannot advertise their activity in any way or sell tickets until they have met with the Appropriations Committee and secured funding from the Creighton Students Union, unless preauthorized by the Vice President for Finance. Exceptions to this rule include contacting Creighton University reservations to reserve the space required for an event, and placing the event on the Creighton Calendar, designated as tentative until funding is secured. To enter into contracts (either written or verbal) before securing CSU funding is at the group's own risk. CSU Program Board is an exception from this stipulation.
- 3. CSU funds **cannot**:
 - i. Be used to purchase assets, which are defined as items that cannot be used up in less than one fiscal year due to the nature of their make up or the purpose of the items, including both items meant to be kept by the club and giveaways. Exceptions to this rule are as follows:
 - a. College and school governments may use CSU funds to purchase uniforms or t-shirts for the executive team and/or to distribute free of charge for marketing purposes with the name and/or logo of the government or school which it represents displayed prominently. In order to be eligible to purchase clothing, the following criteria must be met:
 - (1) The government's budget, at the time it is submitted to the CSU vice president for finance, must include this expense;
 - (2) The total amount spent on uniforms or t-shirts for the year cannot exceed ten percent (10%) of the total annual budget for the school or college government;

- b. Governments may use CSU funds to purchase faculty and staff awards, such as trophies and frames for certificates.
- c. Student Organizations may use funds to purchase prizes that will be won in a competitive nature and awarded to Creighton Students. The awards must also meet all other criteria and are approved by the CSU Vice President for Finance in advance of purchase
- ii. Be used to purchase alcohol;
- iii. Be used to purchase gift certificates;
- iv. Be used to endorse a candidate, nor may items purchased with CSU funds be used to endorse a candidate;
- v. Be used to cover coaching fees or expenses for non-students (i.e. moderator travel expenses;
- vi. Be allocated or donated to any organization, inside or outside the university, (i.e. university departments, student groups, charitable organizations, scholarships);
- vii. Be used to cover the costs of holding a conference. (Specific events that are open to all Creighton students as well as the conference members may be excluded from this clause);
- viii. Be used for an activity for the purpose of making a profit for the group or its members;
- ix. Be used to purchase tickets or otherwise financially support another educational institution, unless the proposed activity contributes to the educational experience of students within the mission of the Creighton Students Union. Activities that may be an exception to this policy include, but are not limited to, guest lecturers and conferences hosted by other institutions;
- x. Be used as monetary compensation for an executive member of an organization.
- 4. If a group is planning an on-campus event where alcohol will be served, the group must follow the guidelines for serving alcohol outlined in the Student Handbook. If a group is holding an off-campus event where alcohol will be served, the group must apply the alcohol policies for on-campus events to their off-campus event if they receive any amount of funding from CSU. The group must also use a third party vendor.
- 5. The following apply ***only to undergraduate student organizations, sports clubs and non-student organizations***:
 - i. If a group has received any amount of CSU funds, recognition that CSU has funded the event via the "Funded by CSU" or "Funded in Part by CSU" graphic must be on all publicity, signs, programs and advertisements (e.g. posters, table tents, tickets, flyers, Facebook pages, emails over listservs, etc.) in a visible size and location. These graphics can be found at www.creighton.edu/csu. Failure to comply with this policy could result in deduction of up to ten percent (10%) of the original allocation for the activity, at the discretion of the Executive Committee.
- 6. The following guidelines apply ***only to undergraduate student organizations and non-student organizations***:
 - i. CSU will not fund an activity that is taking place at the same time of another activity that has already secured CSU funding, including Program Board events. If there is a conflict, requests for dates will be granted in the order in which the complete funding request forms were submitted.
 - a. Exceptions may be granted with the approval of the Executive Committee.
 - ii. If a group that is already approved for funding decides to change the date of their activity, the group must submit a written request for a change of date to the vice president for finance. The new time is subject to the same stipulations.
 - iii. If a group has received any amount of CSU funds for an activity, at the discretion of the Vice President for Finance, the organization will be required to check out and post the CSU Banner at the activity. Checking out the banner makes the organization responsible for any damages or loss of the banner and money to pay for damages or loss will be

- deducted from the amount that the group has been allocated by the Appropriations Committee.
- iv. Events to be held on campus will be given funding preference.
7. Consequences for violations of any funding policies will be determined by the Executive Committee and can include, but are not limited to:
- i. Denial of funding for current and subsequent semesters;
 - ii. Probation, in which funding can be limited, restricted, or held for a specified amount of time; AND
 - iii. Ineligibility for future funding.

D . Funding Process for Undergraduate Student Organizations, Undergraduate Governments and Non-Student Organizations

1. Undergraduate groups wishing to apply for funding may do so by completing funding request form, for:
 - i. An activity;
 - ii. A semester budget; OR
 - iii. An annual budget.
2. Non-student organizations may only apply for CSU funding for an activity.
3. Groups must submit the funding request at least fifteen (15) university business days before expenses are to be incurred.
4. It is recommended that groups submitting a fall semester or annual budget submit the request by September 15th or the next business day. Appropriations will consider all annual and fall semester requests within two weeks following September 15th.
5. A complete funding request must include:
 - i. A complete budget, detailing all anticipated sources of revenue and expenses by activity;
 - ii. A list of all activities for which funding is being requested, including the location, date, and time of each event (as is possible);
 - iii. The signature of the group's moderator and a group representative;
 - iv. A roster that lists all current, active members;
 - v. A paragraph describing each activity and how it will benefit the student body; AND
 - vi. *For non student organizations*, a letter explaining why the event should be eligible for CSU funds.
6. If an activity is thought be associated with perpetuation of propaganda or otherwise attempting to influence legislation, then it will be reviewed by the Executive Committee. The Executive Committee will then decide by majority vote whether the activity is eligible for CSU funding. It will then follow the regular funding process.
7. The completed funding request shall be presented to the Appropriations Committee at a time to be determined by the vice president for finance.
 - i. A minimum of one and no more than three members of the group submitting the funding request must attend the meeting. The group members should be fully prepared to discuss the request and answer any questions the Appropriations Committee may have.
 - a. Failure to appear at the scheduled Appropriations Committee meeting without communication with the Vice President for Finance could result in denial of request at the simple majority vote of the Appropriations Committee.
 - ii. Moderators may not be present at the Appropriations Committee meeting. The student members of groups should undertake planning and organizing of the events, and, therefore, members of the group are responsible for presenting the funding request/budget submission.
8. The Appropriations Committee, after hearing the presentation of the group, will decide on a proposed allocation for the event(s) by:
 - i. Assessing the components of the funding request or budget submission;
 - ii. Ensuring that all activities, as well as the group itself, meet all of the eligibility

- requirements and that all components of the budget conform to CSU funding policies;
 - iii. Ensuring the group's event(s) is/are consistent with University and CSU missions; AND
 - iv. Evaluating the group's financial history with CSU.
9. The decision of the Appropriations Committee may include certain additional stipulations.
 10. The proposal will then be subject to Representative Review as outlined in the Bylaws of the Creighton Students Union Bylaw IX Section F.
 11. The proposal will then be subject to review by the President of the Creighton Students Union, who may either:
 - i. Approve the allocation, finalizing it; OR
 - ii. Veto the proposal, sending it to the Executive Committee for review. The final decision is then determined by an Executive Committee majority vote.

Funding Process for Creighton Departments

1. Departments are eligible to apply for CSU funding through the same means as other approved student organizations for events, semester and annual budgets are not acceptable to come from departments.
2. Due to the nature of university departments, limitations will be set on the quantity and regularity of Department requests:
 - i. Departments may not apply for more than forty percent (40%) of their total budget for the event to be funded by CSU
 - ii. Departments may not apply for more than 3 activities in an academic year.
3. To override the percentage and quantity parameters, a unanimous vote by the appropriations committee and Creighton Students Union Executive team must be passed.
4. Besides the parameters stated above, the funding process will be the same for departments as for other undergraduate student organizations and they will be expected to abide by all of the same limitations.

E . Funding Process for Sports Clubs

1. Sports Clubs wishing to apply for funding may do so by completing funding request form, for:
 - iv. An activity;
 - v. A semester budget; OR
 - vi. An annual budget.
2. Groups must submit the funding request at least fifteen (15) university business days before expenses are to be incurred.
3. It is recommended that groups submitting a fall semester or annual budget submit the request with the End of Semester Report for the previous Spring Semester.
4. A complete funding request must include:
 - i. A complete budget, detailing all anticipated sources of revenue and expenses by activity;
 - ii. A list of all activities for which funding is being requested, including the location, date, and time of each event (as is possible);
 - iii. The signature of the group's moderator and a group representative;
 - iv. A roster that lists all current, active members;
 - v. A paragraph describing each activity and how it will benefit the student body.
5. If an activity is thought be associated with perpetuation of propaganda or otherwise attempting to influence legislation, then it will be reviewed by the Executive Committee. The Executive Committee will then decide by majority vote whether the activity is eligible for CSU funding. It will then follow the regular funding process.
6. The completed funding request shall be reviewed by the Executive Committee during the summer months.
 - i. The Executive Committee may grant advanced funding of up to twenty-five percent (25%) of the recommendation provided by the Assistant Director – Competitive Sports for Campus Recreation.
7. The completed funding request will then be presented to the Appropriations Committee at a

- time to be determined by the Vice President for Finance along with any advancements granted by the Executive Committee.
- i. One to three members of the group submitting the funding request must attend the meeting. The group members should be fully prepared to discuss the request and answer any questions the Appropriations Committee may have.
 - a. Failure to appear at the scheduled Appropriations Committee meeting without communication with the Vice President for Finance can result in denial of request at the simple majority vote of the Appropriations Committee.
 - ii. Moderators may not be present at the Appropriations Committee meeting. The student members of groups should undertake planning and organizing of the events, and, therefore, members of the group are responsible for presenting the funding request/budget submission.
8. The Appropriations Committee, after hearing the presentation of the group, will decide on a proposed allocation for the event(s) by:
- i. Assessing the components of the funding request or budget submission;
 - ii. Ensuring that all activities, as well as the group itself, meet all of the eligibility requirements and that all components of the budget conform to CSU funding policies;
 - iii. Ensuring the group's event(s) is/are consistent with the university and CSU missions;
AND
 - iv. Evaluating the group's financial history with CSU.
9. The decision of the Appropriations Committee may include certain additional stipulations.
10. The proposal will then be subject to Representative Review as outlined in the Bylaws of the Creighton Students Union Bylaw IX Section F.
11. The proposal will then be subject to review by the president of the Creighton Students Union, who may either:
- i. Approve the allocation, finalizing it; OR
 - ii. Veto the proposal, sending it to the Executive Committee for review. The decision of the Executive Committee, decided by a simple majority vote, will then become final.

F. Obtaining Funding for Undergraduate Governments and Sports Clubs

1. Once the proposal is approved, it takes up to fifteen (15) university business days for funds to be available. The funds will then be deposited into each group's Creighton Federal Credit Union account.
2. At the end of the semester, the group is required to submit a activity report that must include:
 - i. An updated budget showing actual revenue and expenses;
 - ii. Original receipts and/or invoices for all expenses;
 - a. Proper receipts must be official, itemized receipts that detail the service or items being paid for (credit card statements, emails, and copies of checks will not be accepted)
 - iii. Detailed explanations for any significant deviations from the budget that was submitted with the original funding request.
 - iv. An account log detailing every transaction for the semester.
3. Complete reports are due on the first Friday of December for fall semester and the last Friday in April for spring semester.
4. Only money that is accounted for with receipts that correspond to approved expenses will be considered spent and accounted for. Any money not accounted for with receipts will be considered unspent/unaccounted for.
5. Any unspent/unaccounted for CSU funds will be withdrawn from the group's account.
6. If the unspent/unaccounted for CSU funds are not available in the group's account, the group may be placed on probation with terms set by the Executive Committee.

G. Obtaining Funding for Undergraduate Student Organizations and Non-Student Organizations

- i. Once the funding request is approved, the vice president for finance should send out the Direct Pay Request and the money should be deposited and stored in the CSU holding account at the Creighton Federal Credit Union.
- ii. After the activity has taken place, the organization is required to submit an activity report which must include:
 - i. An updated final budget showing itemized revenue and expenses incurred;
 - ii. Original receipts and/or invoices for all expenses;
 - a. Proper receipts must be official, itemized receipts that detail the service or items being paid for (credit card statements, emails, and copies of checks, will not be accepted as proper receipts); and
 - b. Detailed explanations for any significant deviations from the budget that was submitted with the original funding request.
- iii. Reports and all corresponding receipts and/or invoices are due within fifteen (15) university business days of the organization's activity. Failure to submit the required documents by this time will result in forfeiture of CSU funds.
- iv. Based on the report and the total of receipts and invoices from approved expenses, the vice president for finance will transfer funds into the organization's account to cover the cost of the approved expenses, up to the previously approved amount.

H. Special Funding Requests

1. The Executive Committee will determine if the funding request's circumstances are such that it must be reviewed at a special meeting over the summer. If decided to review, the vice president for finance will slate a meeting to review the funding request in front of the Executive Committee, acting in place of the Appropriations Committee.
2. All other regular eligibility requirements and guidelines must be followed in these instances.

I. Double Jeopardy Clause

1. The Double Jeopardy Clause states that no funding request may be re-submitted at any time to CSU.
2. Instead of seeing a resubmitted request or budget, the CSU vice president for finance will meet with any student groups to answer any questions about the funding process and offer organizations suggestions concerning how to make successful funding requests.
3. A unanimous vote of all four CSU executives can override the Double Jeopardy Clause if circumstances have changed (due to some new information or change in situation) concerning the group or the group's event. If Double Jeopardy is overridden the request shall be reconsidered by the Appropriations Committee, which now needs a three-fourths majority vote to approve a request.

J. Endorsement Policy

1. The opinions and statements expressed by groups funded by CSU and any individual or group associated with the student organization or the student organization's activities or events are not necessarily those held by CSU. CSU funding does not equate to CSU endorsement.
2. It is the responsibility of the group requesting funding from CSU to ensure that they not in violation with Creighton University's Policies & Procedures.

K. Appropriations Committee Policies

1. Student organizations cannot request funding when the University is closed. The Appropriations Committee operates on the University calendar and observes all breaks.
2. Student organizations planning activities within the first three weeks of a new semester are expected to secure funding for these activities the previous semester.
 - i. if a group submits a request during the semester for an event that will occur during the first three weeks of the school year and the Executive Committee has already voted to hear the request as a result of special circumstances then the Executive Committee can also pass a majority vote to approve a funding allocation for an event in the first three weeks of the school year.

Professional Schools and Graduate School

Rebate funding entrusts student governments from the four doctoral level professional schools and the Graduate School who have close interaction with professional school students to plan events for their students and disperse funds to their university registered student organizations. The following policies, therefore, shall apply to the student governments of the School of Law, the School of Medicine, the School of Dentistry, the School of Pharmacy and Health Professions, and the Graduate School.

B. Eligibility for Professional School Governments Receiving Rebates

1. The school government must be registered as a student organization in the Student Leadership and Involvement Center and be the student governing body for one of the four doctoral level professional schools or the Graduate School.
2. The school government must be open to all students in their respective school, either through open acceptance, open elections, or an open and fair application process.
3. Events must be organized and planned by Creighton students for members of the Creighton community, primarily students.

The government and their activities must have a mission or purpose that is congruent to the mission and purpose of the university and CSU.
4. The school government's president must regularly attend CSU Cabinet meetings.
5. The school government must have one Creighton Federal Credit Union account with the following requirements:
 - a. A corporate resolution updated with the current officers;
 - b. The statements sent to the Student Leadership and Involvement Center;
 - c. A two signature requirement on the account and the moderator as a signer;
 - d. The CSU vice president for finance as a signer on the account, and
 - e. The account must be updated annually with the current executives of the organization as signers.

C. Guidelines for Use of CSU funds

1. Professional and graduate school governments can only fund student organizations that are registered in the Student Leadership and Involvement Center and classes that are integrated in the professional school government itself.
2. Professional and graduate school governments **cannot** purchase assets with rebates. Assets are defined as items that cannot be used up in less than one fiscal year due to the nature of their make up or the purpose of the items, including both items meant to be kept by the club and giveaways. Exceptions to this rule are as follows:
 - a. College and school governments may use CSU funds to purchase uniforms or t-shirts for the executive team and/or to distribute free of charge for marketing purposes with the name and/or logo of the government or school

which it represents displayed prominently. In order to be eligible to purchase clothing, the following criteria must be met:

- i. The government's budget, at the time it is submitted to the CSU vice president for finance, must include this expense;
- ii. The total amount spent on uniforms or t-shirts for the year cannot exceed ten percent (10%) of the total annual budget for the school or college government;
- iii. Student Organizations may use funds to purchase prizes that will be won in a competitive nature and awarded to Creighton Students. The awards must also meet all other criteria and are approved by the CSU Vice President for Finance in advance of purchase
- iv. Governments may use CSU funds to purchase faculty and staff awards, such as trophies and frames for certificates.
- v. Professional and graduate school governments may purchase composites with CSU funds.

3. Additionally, CSU funds **cannot**:

- i. Be used to purchase alcohol.
- ii. Be used to purchase gift certificates.
- iii. Be used to endorse a candidate, nor may items purchased with CSU funds be used to endorse a candidate.
- iv. Be used to cover coaching fees or expenses for non-students (i.e. moderator travel expenses.)
- v. Be donated to any organization, inside or outside the university, (i.e. university departments, student groups, charitable organizations, scholarships).
- vi. Be used for an activity for the purpose of making a profit for the group or its members.
- vii. Be used to purchase tickets or otherwise financially support another educational institution, unless the proposed activity contributes to the educational experience of students within the mission of the Creighton Students Union. Activities that may be an exception to this policy include, but are not limited to, guest lecturers and conferences hosted by other institutions.
- viii. Be used as monetary compensation for an executive member of an organization

4. Professional and Graduate school governments can fund individuals and/or groups to attend academic conferences for the purpose of presenting research. Allocation of funds is at the discretion of the individual government. Spring semester rebates will be allocated in the same manner as in the fall when the university has finalized spring enrollment.

5. Consequences for violations of any funding policies will be determined by the Executive Committee and can include, but are not limited to:

- a. Probation – meaning that rebate funding can be limited, restricted, or held for a specified amount of time;
- b. Delays in rebate allocations; AND
- c. Additional stipulations for use of CSU funds.

D. Eligibility of Professional School and Graduate School Registered Student Organizations

1. The professional or graduate student organization must be registered as a student organization in the Student Leadership and Involvement Center.
2. Activities must be organized and planned by Creighton students primarily for students.
3. The group and their activity must have a mission or purpose that is congruent to the mission and purpose of the university and CSU.

4. The professional or graduate student organization must have one Creighton Federal Credit Union account to which all money from the professional or graduate school government is transferred. The account must have the following:
 - i. A corporate resolution updated with the current officers;
 - ii. The statements sent to the Student Leadership and Involvement Center;
 - iii. A two-signature requirement on the account and the moderator as a signer;
 - iv. The CSU Vice President for Finance as a signer on the account; AND
 - v. The account must be updated annually with the current executives of the organization as signers.
5. The professional or graduate student organization must comply with all "Guidelines for Use of CSU Funds" for professional and graduate school governments.

D. Class Organizations and Accounts

1. Classes are considered part of their respective school government because they are not registered student organizations. Therefore, all money allocated to classes is considered possessed by the school government itself. It is the responsibility of the school government to monitor all classes and their use of CSU funds.
2. Classes must comply with all "Guidelines for Use of CSU Funds" for professional school governments.
3. All classes must have one Creighton Federal Credit Union account in which all allocations from the professional school are transferred to. The accounts must have the following requirements:
 - i. A corporate resolution updated with the current officers;
 - ii. The statements sent to the Student Leadership and Involvement Center;
 - iii. A two signature requirement on the account and the moderator as a signer
 - iv. The CSU vice president for finance as a signer on the account, and
 - v. The account must be updated annually with the current executives of the organization as signers.
4. All class accounts must be closed within one month of the class's graduation. Failure to close the account within this time will result in forfeiture of the remaining funds.

E. Rebate Process

1. A "rebate" is 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 that pay the student fee, times the current student fee that CSU receives per student, times eighty-seven percent (87%) for each of the four doctoral level professional schools and the Graduate School.
3. During the last week in July, each professional school government and the Graduate School Government will receive twenty-five percent (25%) of their *estimated* fall semester rebate allocation. (note: Once submitted, it can take up to fifteen (15) days for funds to be available.)
 - i. This figure shall be calculated based on the previous semester's allocation.
 - ii. Failure to submit Bi-Annual Reports by the specified deadlines both in the fall and spring semesters will result in forfeiture of the summer rebate advancement.
4. The remainder of the fall semester rebates will be allocated when the university has finalized fall enrollment and CSU has received its fall semester allocation. All unspent/unaccounted for funds will be deducted from the fall semester rebate advancement. If unspent/unaccounted for funds exceed the fall semester rebate advancement, the

remaining unspent/unaccounted for funds will be deducted from the subsequent rebate allocations. Spring semester rebates will be allocated when the university has finalized spring enrollment and CSU has received its spring semester allocation.

F. Budget Submissions

1. Professional school governments and the Graduate School Government must submit budgets for the upcoming academic year at the first CSU Cabinet meeting in the fall. These budgets should include:
 - i. Anticipated expenses;
 - ii. Anticipated sources of revenue;
 - iii. Anticipated allocations to registered student organizations and class accounts; and
 - iv. Anticipated events and programs with descriptions.
2. A complete budget submission, which follows the aforementioned requirements, must be received prior to when fall and spring semester rebates are allocated.
3. Budget Submissions may be turned in with CSU's yearly audit report at the request of the University Internal Auditor.

G. Bi-Annual Reports

1. Professional and graduate school governments must submit Bi-Annual Reports twice a year. The reports are due on December 1st and June 1st or the next business day.
2. Failure to submit Bi-Annual Reports when they are due will result in forfeiture of the summer rebate advancement and may result in additional consequences.
3. Bi-Annual Reports must include:
 - i. Beginning and ending balances of the school government's account;
 - ii. A list of exact expenditures and the items to which the expenditures correspond on the government's budget;
 - iii. A list of any other revenue earned by the organization and how the revenue was spent;
 - iv. Original receipts and/or invoices accounting for all expenses
 - a. Proper receipts must be official, itemized receipts that detail the service or items being paid for (Credit card statements, emails, and copies of checks will not be accepted as proper receipts.)
 - v. Detailed explanations for any significant deviations from the budget that was submitted at the beginning of the year; and
 - vi. Reports from all professional student organizations or graduate student organizations and class accounts that received money from the professional school government or Graduate School Government, which must include:
 - a. Beginning and ending balances of accounts;
 - b. A list of exact revenues and expenditures; and
 - c. Original itemized receipts to account for all expenditures (proper receipts are defined above.)
4. Only money that is accounted for with receipts for expenses that comply with CSU policies will be considered spent and accounted for. Any money not accounted for with proper receipts will be considered unspent/unaccounted for. (Note: Money allocated to classes and student organizations is not considered spent and accounted for unless receipts are turned in that correspond to the organizations' expenses.)
5. At the end of the fall semester, the CSU vice president for finance will review the December Bi-Annual Reports and notify the school governments of any unspent/unaccounted for funds before the next rebate allocation is made.
6. In June, the CSU vice president for finance will do an initial audit of all school governments' reports for the entire fiscal year. School governments that have submitted their Bi-Annual

Reports on time will be notified of any unspent/unaccounted for funds no later than the last Friday in June.

H. Addendums

1. As many Professional/Graduate schools reserve a portion of their funds for summer programming and to begin programming in the fall, optional addendums may be submitted by the governments to account for funds from the previous fiscal year which have since been expended. Addendums are due on the 1st of September, or the next business day.
2. Following the submissions of these addendums, the final amount of unspent/unaccounted for funds from the previous fiscal year will be calculated, and will be subtracted from the rebates, as previously described.

Interdisciplinary funding

1. Submission process

- iii. All submissions will be due at the latest by the 2nd cabinet meeting of each semester
- iv. The funding request form will be a separate form located on CU involved
- v. All funding request forms will be reviewed and prepared by the CSU Vice president for Finance
- vi. All submission will be heard at the 3rd cabinet meeting unless the quantity surpasses the allotted time for cabinet.

2. Double Jeopardy

- vii. If a joint group applies for interdisciplinary funding and is denied, they will not be eligible to reapply unless voted on by a majority of the Cabinet to override
- viii. If funding is granted to an interdisciplinary event. That event will not be eligible to receive funding from CSU in any other means whether it be from:
 - a. Appropriations funding
 - b. Their own governing bodies CSU funding
 - c. Any other CSU funds
- ix. The Double jeopardy automatic decision can be overridden by a unanimous vote of cabinet.

3. Voting Process

- x. Voting members during discussions about interdisciplinary funding requests will be the cabinet members representing all schools along with the CSU Vice President for Finance, Programming and the Executive Vice President.
- xi. Meeting format will be very similar to an appropriations committee meeting where as the meeting will begin will follow this format
 - a. Funding request introduction by presenting parties
 - b. Questions
 - c. Discussion (during this time the presenting party will be asked to leave the room)
 - d. Vote
- xii. There will only be allotted 10 minutes for presenting parties to present their request, time will be kept by the person keeping minutes

- xiii. Cabinet members of schools representing in the request will not be part of the discussion process and will not be allowed to vote on the requests.
- xiv. Schools represented in the funding request will present the funding request to the Cabinet
- xv. In the event of a tie, the CSU President will have the tie breaking vote. Otherwise, they will be a non-voting member but allowed to participate in discussion.

4. Funding Process

- xvi. The decision of the Cabinet must be passed by the Board of Representative and the current CSU president
- xvii. If reviewed by the board, follow the Representative review policies for any other funding request
- xviii. If vetoed, the funding request is presented to both the Cabinet and Board of Representatives and requires a two-thirds vote of approval in both legislatures
- xix. If approved by all entities, the Vice President for Finance is responsible for allocating money in a timely manner
- xx. A Creighton Federal bank account must be provided that is attached to one of the bodies that is planning the interdisciplinary event.
- xxi. A spending report must be given to the vice president for finance within 15 business days of the events conclusion.

Interdisciplinary Funds funds **cannot**:

- i. Be used to purchase assets, which are defined as items that cannot be used up in less than one fiscal year due to the nature of their make up or the purpose of the items, including both items meant to be kept by the club and giveaways. Exceptions to this rule are as follows:
 - a. If College and school governments are represented in Interdisciplinary activities, the organizations may use CSU funds to purchase uniforms or t-shirts for the executive team and/or to distribute free of charge for marketing purposes with the name and/or logo of the government or school which it represents displayed prominently. In order to be eligible to purchase clothing, the following criteria must be met:
 - (1) The activities budget, at the time it is submitted to the CSU vice president for finance, must include this expense;
 - (2) The total amount spent on uniforms or t-shirts for the year cannot exceed ten percent (10%) of the total annual budget for the event;
 - b. Governments may use CSU funds to purchase faculty and staff awards, such as trophies and frames for certificates.
 - c. Interdisciplinary Organizations may use funds to purchase prizes that will be won in a competitive nature and awarded to Creighton Students. The awards must also meet all other criteria and are approved by the CSU Vice President for Finance in advance of purchase
- ii. Be used to purchase alcohol.
- iii. Be used to purchase gift certificates.
- iv. Be used to endorse a candidate, nor may items purchased with CSU funds be used to endorse a candidate.
- v. Be used to cover coaching fees or expenses for non-students (i.e. moderator travel expenses).

- vi. Be allocated or donated to any organization, inside or outside the university, (i.e. university departments, student groups, charitable organizations, scholarships).
- vii. Be used to cover the costs of holding a conference. (Specific events that are open to all Creighton students as well as the conference members may be excluded from this clause).
- viii. Be used for an activity for the purpose of making a profit for the group or its members.
 - ix. Be used to purchase tickets or otherwise financially support another educational institution, unless the proposed activity contributes to the educational experience of students within the mission of the Creighton Students Union. Activities that may be an exception to this policy include, but are not limited to, guest lecturers and conferences hosted by other institutions.
 - x. Be used as monetary compensation for an executive member of an organization
- 4. If a group is planning an on-campus event where alcohol will be served, the group must follow the guidelines for serving alcohol outlined in the Student Handbook. If a group is holding an off-campus event where alcohol will be served, the group must apply the alcohol policies for on-campus events to their off-campus event if they receive any amount of funding from CSU. The group must also use a third party vendor.
- 5. If a group has received any amount of CSU funds, recognition that CSU has funded the event via the "Funded by CSU" or "Funded in Part by CSU" graphic must be on all publicity, signs, programs and advertisements (e.g. posters, table tents, tickets, flyers, Facebook pages, emails over listservs, etc.) in a visible size and location. These graphics can be found at www.creighton.edu/csu. Failure to comply with this policy could result in deduction of up to ten percent (10%) of the original allocation for the activity, at the discretion of the Executive Committee.
- 7. Consequences for violations of any funding policies will be determined by the Executive Committee and can include, but are not limited to:
 - i. Denial of funding for current and subsequent semesters; and
 - ii. Probation, in which funding can be limited, restricted, or held for a specified amount of time;
 - iii. Ineligibility for future funding.

CSU Program Board

Event Funding

The purpose of CSU Program Board is to 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.

A. Eligibility

- 1. CSU Program Board shall request funds on an annual basis to fund all events occurring during academic year.
- 2. CSU Program Board is not a funding source. Therefore, registered organizations asking for money must go through the Appropriations Committee.
- 3. Co-sponsorship of an event with other registered student organizations or university departments requires active involvement of the CSU Program Board in the planning and implementation of the event.
- 4. CSU Program Board is subject to the Undergraduate Student Organization Guidelines for Use of CSU Funds discussed above unless specifically noted as receiving an exception.
- 5. CSU Program Board may be exempt from stipulations on use of CSU funds upon approval by the Executive Committee.

B. Funding Process

1. A budget for the fiscal year must be presented by the vice president for programming to the Executive Committee by the second Executive Committee meeting in March.
2. The budget for the CSU Program Board must be approved by a majority vote of the Executive Committee upon the understanding that the CSU Program Board is obligated to follow the budget. The CSU president will be the deciding vote in the case of a tie.
3. Significant deviations from the approved budget that have not been pre-approved by the Executive Committee can result in a reduction of the following semester's allocation as determined by a unanimous vote of the CSU president, executive vice president, and vice president for finance.
4. Once the budget is approved, the vice president for programming must present a financial report to the Executive Committee every month, comparing actual receipts and expenditures to the budget figures.
5. If additional funds are needed, the budget must be altered and re-approved by the Executive Committee by a majority vote. The CSU president will be the deciding vote in the case of a tie.

C. Obtaining Funding

1. CSU Program Board will receive the budgeted amount for the fall semester when the university has transferred funds to CSU. The remainder of the annual allocation will be transferred in the spring semester when the university has transferred funds to CSU.
2. All unspent money at the end of the fiscal year will be returned to the CSU agency account.
3. In order for the CSU Program Board to request rollover the CSU vice president for programming should refer to *Budgeting, Rollover Funds (C2-6)*.

PROCEDURES

Hiring and Employment

- A. Any position needed to contribute to the functioning of Creighton Students Union will be approved after a majority vote of the Executive Committee.
- B. The hourly wage and overall amount to be budgeted for the position will also be approved by a majority vote of the Executive Committee.
- C. The position will be advertised to the entire student body. After the completion of an application and an interview in front of the Executive Committee, CSU will hire the best candidate for the position.
- D. The employee will fill out a time sheet and submit it to a Creighton employee, selected by and at the discretion of the CSU advisor, who will process the payment through a third party Payroll service. All CSU payroll policies should be followed for the employee.
- E. It is the responsibility of a determined executive to oversee the performance of the employee. If that executive does not believe the employee is properly performing, the issue will be brought up to the Executive Committee. Upon a majority vote, the employee will be terminated, reopening the hiring procedures.

Mailing Labels

- A. Mailing labels will be needed when a mass mailing is to be sent to students, staff, or faculty. To secure mailing labels the department from which CSU is receiving the labels must be contacted at least one to two weeks ahead of schedule. Prior to contacting the department, approval for the request should be obtained from the CSU advisor. The department should be given at least five days business days to generate the labels before sending them to CSU.
- B. For faculty labels, Human Resources should be contacted. For a particular group of students, e.g. off-campus only, or residence hall only, the mailing label request form in the Student Leadership and Involvement Center should be completed.

Room Reservations

- A. To reserve a room in the Skutt Student Center, the Reservation Desk in the Skutt Student Center, must be called at 280-1700. To reserve a room in the Harper Center for Student Life and Learning, the Reservations/Event Planning Office in the Harper Center must be called at 280-3358.
- B. When making a reservation, the following information should be prepared: 1) what the room will be used for; 2) the number of people in attendance; and 3) the type of room arrangement and set up.
- C. The person making the reservation will receive an email confirmation with a reservation number. This information must be verified for accuracy. Any changes to the reservation must be made as soon as possible.
- D. When calling to cancel or change a reservation, the reservation number should be at hand.

- E. Cancellations should be made as soon as possible. There is a \$25.00 no-show fee for reservations cancellations made the day of and reservation privileges may be revoked if CSU fails to cancel unneeded rooms.

Copy Machine

- A. For use of the copy machine, an executive password is assigned to the following officers:
 - 1. President;
 - 2. Vice President for Finance;
 - 3. Executive Vice President;
 - 4. Vice President for Programming;
 - 5. Speaker of the Board.
- B. For use of the copy machine, a different password is assigned to the Program Board and standing committees.

Office Supplies

- A. A CSU Supplies Purchase Request form shall be completed for all needed office supplies. The vice president for finance will verify the need and forward the request to the Creighton employee charged with assisting with such orders, currently the Business Manager of Skutt and Harper Centers, and/or their staff.
- B. Pay-Less Office Supply is the contracted vendor for Creighton University, and the only vendor from which office supplies can be purchased. All office supplies must be purchased through Pay-Less unless prior approval is obtained from Purchasing. Typical delivery time is one day. The Creighton employee charged with assisting with such orders likely has a product catalog of all available items.
- C. Letterhead and envelopes are purchased through Creighton University Print Center.

Telephone Procedures

- A. Upon the appointment of new executive officers and Program Board, it is necessary to discontinue the old long distance access code held by the previous officers, and assign a new code for each new officer. This is done by submitting an online form to the Division of Information Technology at Creighton. Please indicate:
 - 1. the name of each previous officer;
 - 2. the Net ID number of each previous officer;
 - 3. the access number to be deleted;
 - 4. the name of new officers;
 - 5. the Ned ID number of the new officer; AND
 - 6. the CSU account number that will be charged for the long distance charges.
- B. Long distance service is to be used for CSU business only.

CSU Computers

- A. CSU computers are for the conduction of CSU business and are NOT intended for personal use

- B. CSU computers shall be accessed only by members to which they are assigned. The Assistant Vice President for Programming and Speaker for the Board shall have shared computer access.
- C. New CSU Computers shall be purchased under the discretion of the CSU Advisor, and must be approved by an Executive Committee majority vote
 - 1. Proper university purchasing methods must be followed

Repairs and Maintenance

- A. All repairs and maintenance should be coordinated with the Associate Director of Skutt and Harper Centers and/or their staff.

Mail Accounts for Creighton Students Union

- A. The following account numbers should be used by each department when mailing letters, packages, Federal Express, etc.:
 - 1. Creighton Students Union 800101

CSU Brochures

- A. The Executive Vice President is responsible for updating the CSU flyer/brochure. This includes ensuring that the Executive Committee contact information is updated.
- B. Information must be given to Summer Preview to include in folders; additional flyers/brochures must be printed based on requirements.

CSU Binders

- A. The CSU Executive Vice President is responsible for the creation and distribution of the CSU materials to the representatives.
- B. The CSU President is responsible for the creation and distribution of Executive Committee binders.
- C. The following materials are to be updated annually and included in the CSU binders:
 - 1. Contact Lists
 - 2. Updated Constitution, Bylaws, and Policies and Procedures
 - 3. Templates for writing Resolutions and Bylaw changes
 - 4. Forms for Representative Review
 - 5. Parliamentary Procedure Manual
 - 6. CSU Funded Event Forms
 - 7. Committee Report Sheets
 - 8. Responsibilities and Duties of Position held
 - 9. Signed Representative Contract
 - 10. Any other materials deemed necessary
- D. Binders should be made available at the first meeting of the term.

Listserv Management

- A. The CSU executive vice president serves as the listserv owner of the following Creighton Students Union listservs:

1. Board of Representatives: csureps@lists.creighton.edu; csuprof@lists.creighton.edu
 2. Executive Board: csuexecs@lists.creighton.edu
- B. The president serves as the listserv owner of the following Creighton Students Union listservs:
1. Cabinet: csucabinet@lists.creighton.edu
- C. The CSU vice president for programming serves as the listserv owner of the Program Board listserv (programboard@lists.creighton.edu).
- D. The Student Leadership and Involvement Center has set up the student_news@lists.creighton.edu listserv. This listserv should be utilized by CSU and CSU Program Board for correspondence to the entire student body regarding position openings, events, polls, and any other appropriate message. Submissions are sent to the above address and need to be in by midnight the night before the digest goes out. The digest is sent to students on Monday and Thursday mornings. To send a message to this listserv follow the following guidelines:
1. Advertised events must have a date, time, and location in the email.
 2. Emails about a specific event or opportunity may only be sent out ONCE per WEEK.
 3. The email must be sponsored by a Creighton University student, faculty, or staff member OR a university department or registered student organization. The sponsor and contact information MUST be included.
 4. Submissions must be in Word format or text within a submitted email. Attachments, pictures, PDFs or JPGs will not be sent through. Newsletters and flyers must be sent via a link on a website.
 5. The email must follow all the "Posting Guidelines" in the Student Handbook.
- E. The listserv is set up through the Division of Information Technology (DoIT). Listserv ownership shall be changed during officer transition and DoIT shall be made aware of the change. An email containing a new password will be sent to the new owner.

Robert F. Kennedy Memorial Award for Teaching Achievement

- A. The Robert F. Kennedy Memorial Award for Teaching Achievement recipient selection process is coordinated by the Executive Vice President.
- B. The deadline for nomination forms should be established and available for students no later than two (2) weeks after Spring Break.
- C. During the final two (2) weeks of February, an ad may be placed in the *Creightonian* announcing the availability of nominations. Other options for publicizing this award include reserving places for table tents, making posters for residence halls and posting locations, creating listserv announcements, and advertising on electronic signs around campus. Nomination forms should be sent to each school and college for placement at front desks, placed in the Student Leadership and Involvement Center, and be made available for download on the CSU website. Previous recipients of the Robert F. Kennedy Memorial Teaching Award are not eligible to be nominated for the Robert F. Kennedy Memorial Teaching Award and the nominees must be full-time faculty members. To verify the faculty member's employment status call the Human Resources department.
- D. Following the deadline, a letter shall be composed to all nominated teachers congratulating them on their nomination, as this is a very prestigious award. Copies of past letters are available in the

Executive Vice President's files. They are to be informed that the winner will be notified within a week or two.

- E. Cabinet shall serve as the Selection Committee for the R.F.K. Award. A private ballot should be used to rank order the candidates to arrive at a final decision. The decision to discuss the candidates shall be left up to the discretion of the CSU president.
- F. After the selection of a recipient, a letter should be composed and emailed to the recipient of the award. The letter should inform the winner that Public Relations will contact him/her. A copy of this letter is available in the Executive Vice President's files. A letter should be composed and sent to the nominees who were not selected for the award informing them of the winner. A copy of this letter is also available in the Executive Vice President's files.
- G. Following the selection, University Communications and Marketing should be contacted and informed. Public Relations will send a letter to the award recipient to inform them of any details pertaining to graduation ceremonies and the award presentation (i.e. seats, parking passes).
- H. To compose the award citation, University Communications and Marketing should be contacted to request a copy of the speech given for the previous year's R.F.K. Award.
- I. An award should be ordered from Regal Awards and submitted to University Communications and Marketing along with the citation. Regal Awards will have a file on the plaques ordered from the past. The plaque should display: 1) the full name of the recipient; 2) the CSU seal; 3) the name of the award, 4) the date of the presentation, and 5) the Creighton University logo. A copy of the previous year's award can be found in the Executive Vice President's files.
- J. Upon completion of the citation and plaque, deliver them to University Communications and Marketing. The citation shall be composed by the Executive Vice President. A copy of the previous year's award can be found in the President's files. This should take place no later than the Thursday before the commencement. University Communications and Marketing will have a timeline prepared for submission of all the required materials.
- K. The President of Creighton Students Union reads the citation and presents the award at the Commencement Ceremony.

Social Media

- A. The Executive Vice President should oversee all forms of social media, including the Creighton Students Union Facebook page and Twitter account, with the assistance of the Graphic Design and Marketing Coordinator.

Regular Meetings of CSU

- A. Meetings of the Executive Committee, Board of Representatives, and Cabinet shall follow a simple Parliamentary Procedure as outlined in the CSU Parliamentary Procedure Manual located on Albatross.
- B. In accordance with the bylaws, the speaker of the board prepares the agenda and chairs the meetings of the board of representatives. The president or their designee shall chair all other meetings of the Creighton Students Union excluding program board and appropriations. The president or their designee shall prepare the agendas for the Executive Committee and Cabinet meetings.

- C. In accordance with the bylaws, the executive vice president shall serve as the official secretary for the entire Creighton Students Union recording all minutes at the meetings of Executive Committee and Cabinet. If available, the CSU administrative assistant shall record minutes of the Executive Committee. The secretary of the Board of Representatives, appointed by the speaker of the board, shall record all minutes at the meetings of the Board of Representatives. The executive vice president shall prepare the agenda for Executive Committee meetings. The president shall prepare the agenda for Cabinet meetings.
- D. Minutes at meetings are to be an outline of events, plus detailed notes on discussion regarding any resolution or by-law vote. The Minutes should include the name of each representative, executive, or guest who speaks and briefly note the questions or comments made. Attendance and call to order and adjournment times must be included in the minutes.
- E. All minutes shall be distributed to the following individuals: CSU Executive Committee members, CSU advisor, Program Board advisor, & Creighton's Vice Provost for Student Life. Cabinet members shall receive copies of Cabinet meeting minutes. Representatives shall receive copies of Board of Representatives meeting minutes. A Live stream of Board of Representatives Meetings shall be made available.
- F. Past minutes of each Board of Representatives and CSU Cabinet meeting shall be made available to the student body via the CSU website (www.creighton.edu/csu). The executive vice president shall make these minutes available on the CSU website 48 hours after the minutes are approved and shall also ensure that electronic copies are kept of all minutes. The Vice President for Finance will place appropriate minutes in the working CSAMMI folder the first business day after the set of minutes are approved.
- G. A quarterly audit of minutes will be conducted by the CSU President to ensure minutes are being posted in appropriate locations and will comment on the form of the minutes, noting improvements that can be made. The audits shall occur on these dates: March 1, June 1, September 1, and December 1.
- H. All minutes will follow the "CSU Minute Guideline" form located in Executive Transition Binders an on Albatross.

Presiding over CSU Program Board Meetings

- A. Meetings of the CSU Program Board shall be held weekly. The CSU President and/or Executive Vice President should also be in attendance to update the board on the affairs of the Creighton Students Union.
- B. The Assistant Vice President for Programming shall make the agenda and take minutes at each meeting.
- C. The Vice President for Programming reserves the right to call meetings more frequently when there is excessive CSU Program Board business to discuss.
- D. All voting procedures shall follow simple Parliamentary Procedure per *Robert's Rules of Order*.

Cash and Check Handling

- A. All cash and checks shall be deposited with the University Business Office on the same day they are collected and, if this is not possible, on the next business day following their receipt.
- B. Checks should be restrictively endorsed "For Deposit Only" upon receipt.
- C. All cash and checks received shall be counted and verified by more than one individual. However, a single individual should be held fully accountable for all cash and checks received by the Creighton Students Union.
- D. If monies cannot be deposited on the same day they are collected, the persons responsible shall provide a locked environment with minimal access and close controls over keys and/or combinations (file cabinet, safe, etc.) to store the funds until deposited.
- E. Funds of the Creighton Students Union should not be taken home by individuals (as a security measure and for the safety of the individual).

Document Retention

- A. Funding Request Forms, End of Semester Reports, and related documents should be retained for five years, which is defined as the current fiscal year plus four years previous (for example: an End Of Semester Report from 2008 would be destroyed in 2013). For more details please reference the CSU Record Retention Guidelines document in the vice president for finance's Transition Binder.
- B. Bank statements, receipts, and other financial records should follow the same rule as aforementioned in clause A.
- C. Governing documents, meeting minutes, CSU's 1023 filing, all 990 filings, IRS determination letters, legal correspondence, and all other documents related to these should be retained indefinitely. Also, it is recommended that all CSU Program Board documents, especially those regarding event programming, are retained indefinitely.

Standards Committee Hearings

- A. Any member of Creighton Students Union has the right to a hearing by the Standards Committee before any action is taken.
- B. The Standards Committee shall meet upon request of the CSU President.
- C. The member of CSU shall be notified by email of the date, time and location of the Standards Committee hearing at least five (5) days before the hearing is to take place.
- D. The member at hand is presented with their actions and is then given no more than ten (10) minutes to defend themselves.
- E. The member is asked to leave the room for up to one hour while the Standards Committee deliberates the case at hand. Potential actions of this committee include:
 - a. Expulsion—permanent removal from CSU;

- b. CSU Probation—removal from office for a one (1) year period from which the infraction occurred where the student cannot hold an elected or appointed position within CSU;
 - c. Excuse infraction;
 - d. Other action determined at the discretion of the Standards Board.
- F. Upon deliberation, the members of the Standards Committee shall vote via secret ballot with the president reading the ballots.
- G. All decisions of the Standards Committee shall be made with a two-thirds (2/3) vote of quorum with the president voting only in the instance of a tie.
 - a. Quorum shall be defined as five (5) members of the committee present.
- H. The member will be asked to return to the room and be notified of the decision of the Standards Committee. At this time there is no further defense by the member.
- I. All Standards Committee hearings must be audio-recorded for historical purposes.
- J. A witness or collaborator may be present at the request of the member facing the Standards Committee.
- K. Any approval made by the Standards Committee shall be subject to a veto by the president.
- L. 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.
- M. Any approval made by the Standards Committee shall be subject to review by the Representatives.
- N. Representative Review shall be called if at least five (5) Representatives, who do not sit on the Standards Committee, protest a decision of the Standards Committee, during a general Representative meeting.
- O. No discussion will be had at the Board of Representatives level. Upon a Representative Review, the decision shall revert back to the Executive Committee.
- P. All Standards Committee decisions are binding and enforced by the Standards Committee.

Credit Card Check-Out

- A. Any CSU executive, CSU representative or CSU Program Board coordinators must check-out the credit card prior to use.
- B. Any CSU executive, CSU representative or CSU Program Board coordinator must fill out the record of expenses form and have it approved by the Vice President for Finance prior to credit card use.
- C. The CSU executive, CSU representative or CSU Program Board coordinator signing out the credit card must fill out and sign the credit card check-out binder located in the Student Leadership and Involvement Center Office (Skutt Student Center 205).
- D. The CSU executive, CSU representative or CSU Program Board coordinator signing out

the credit card must present the approved record of expenses form to the assistant-card custodian (currently the CSU Advisor or their designee) before receiving access to the card.

- E. The individual that checked-out the credit card assumes full responsibility of the card until it is checked back in.
- F. The individual that checked-out the credit card must return the record of expenses form and a copy of the corresponding invoice and/or itemized receipt to the Vice President for Finance after credit card use.
- G. All original invoices and/or itemized receipts must be turned in to the Business Service Center.

Payroll

- A. Payroll is to be handled through Creighton University accounts payable department.
- B. The outgoing Vice President for Finance is responsible for signing up new employees for the payroll of the Creighton Students Union and preparing the necessary DPRs.

Taxes

- A. Executives are responsible for paying the entire fifteen-point-three percent (15.3%) of self-employment taxes.
- B. It is recommended that each paid member of CSU sign up for the Electronic Federal Tax Payment System to pay their taxes online as to avoid late fees and a lump sum payment. Sign up can be found at www.eftps.gov.
- C. The outgoing vice president for finance is responsible for facilitating the process of signing up the new executive committee and reminding the team of payments, however it is up to each executive to pay their own taxes. CSU is not responsible for any penalties, late charges, or fees associated with self-employment taxes.
- D. In order to avoid penalty, Executives should make estimated self-employment tax payments quarterly. (April 15, July 15, Nov 15, Feb 15)
 - a. The president should make payments of at least \$280.68.
 - b. The vice presidents should make payments of at least \$263.13
 - c. The assistant vice president for programming should make payments of at least \$131.57.
 - d. The Speaker of the board should make payments of at least \$76.50 quarterly.

Account Reconciliation

- A. Creighton Students Union shall perform a quarterly reconciliation for their Creighton Federal Credit Union Account, coinciding with receipt of statements from Creighton Federal Credit Union. This duty shall be performed by the CSU Administrative Assistant or another CSU member who is not a signer on the account.

- B. The Vice President for Finance shall reconcile the expense report with the CSU (800101) Banner account during the first week of the month. The expense report shall include the use of Banner account codes.

Transitioning

- A. All four (4) CSU executives, the Assistant Vice president for Programming, and the Speaker of the Board are responsible for an effective and complete transition to office for their successors and to each ensure that the following are done:
 - a. Outgoing executives will prepare a hard-copy transition binder complete with a detailed outline of job descriptions, a timeline for the jobs to be done, a contact list, a record of important documents (to include the previous CSAMMI, updated Constitution, Bylaws, and Policies and Procedures, etc.), and comments on the positions and goals.
 - b. Outgoing executives will schedule time each week after election or appointment of their successor until the end of the term to explain office operations, electronic databases, location of records, resources available, and to dialogue about the requirements and expectations of the position.
 - c. Outgoing officers will transition computer passwords, phone passwords, and other property of the position.
 - d. Outgoing officers (excluding Speaker of the Board) are responsible for holding five (5) office hours per week during January with the incoming executives to help with the day to day responsibilities. The Assistant Vice President for Programming is required to hold two and one half (2.5) office hours per week with the incoming executives.
 - e. Outgoing CSU executives are responsible for creating a list of ongoing issues and initiatives within CSU that will pertain to the new Executive Committee.
 - f. The outgoing Speaker of the Board is responsible for initiating conversation with newly elected CSU Representatives (from both graduate/professional and undergraduate groups) about running for the Speaker of the Board position. The outgoing Speaker is responsible for meeting with those interested and giving them a summary of the position, requirements of the position, and being available to answer questions/comments. The outgoing Speaker is then responsible for giving those names to the Executive Vice President for the first full board meeting of the next term.
 - g. The outgoing Vice President for Finance is responsible for transitioning knowledge of the Budget process, the process of form documentation, awareness of Controllers' Office policies that apply to the position, use of Banner, coordination with the Business Service Center, and procedures for working with the Creighton Federal Credit Union.
 - h. The outgoing Vice President for Programming is responsible for transitioning knowledge of the Program Board Budget and policies that apply to it to the incoming vice president for programming.
 - i. The outgoing Executive Vice President is responsible for assisting the transition of the Jaywalk, Conference, Graphic Design & Marketing, and Diversity & Inclusion coordinator positions through coordination with the incoming Executive Vice President in the application and interview processes.
 - j. The outgoing President is responsible for assisting the transition of the diversity coordinator position by effective communication and assistance with the application and interview process with the incoming president.
- B. The four (4) incoming CSU Executives are responsible for participation in the transition process by completing the following:
 - a. Incoming CSU Executives and Speaker of the Board are responsible for attending CSU Executive, Cabinet, and Board of Representative meetings from the time of appointment or election to when they take office.

- b. Incoming CSU Executives are responsible for holding an Executive Retreat before their term begins to plan and discuss and get to know one another.
- c. The incoming CSU President is responsible for attending the November Board of Trustees' Meeting for introduction by the outgoing CSU President.
- d. The incoming Executives should attend meetings and events that will ensure their complete and effective transition to office.

Policies and Procedures Review and Revisions

- A. Policies and Procedures should be reviewed semi-annually over the summer months and during the first Executive Retreat.
- B. Revisions must pass by simple majority vote of the Executive Committee.