



# **BYLAWS**

## **OF THE**

# **CREIGHTON**

## **STUDENTS UNION**

### **BYLAW I.**

#### **Election and Appointment of Offices**

#### **A. Elections**

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

#### **B. Election Committee**

1. The Election Committee is charged with the oversight, execution, and enforcement of the Creighton Students Union elections and candidate campaigning regulations.
2. Membership of the Election Committee shall consist of one (1) executive officer, who shall serve as the committee chair and election commissioner, and four (4) Creighton Students Union members. All members of the Election Committee shall be made ineligible to serve in the Creighton Students Union government for the following term.
  - a. The chair of the committee is appointed by the president no later than the final House of Delegates meeting of the spring semester.
  - b. Nominations for the four (4) Creighton Students Union member positions will be solicited by the election commissioner no later than the second meeting of the House of the fall semester.
  - c. Nominees may be subject to an application process.

- d. The Executive Committee will recommend four (4) of the nominees and final approval will be given through a simple majority vote of the House.
- e. The election commissioner will be charged with issuing an Official Notice of the Creighton Students Union elections to the student body no later than one (1) week prior to the first information session. The Official Notice must include:
  - i. Information about eligibility for office;
  - ii. Basic information regarding election timelines, practices, procedures, and requirements.

### **C. Campaigning**

- 1. Campaigning may begin two (2) weeks prior to the general election.
  - a. 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.
  - b. Other forms of campaigning include, but are not limited to, posters, flyers, websites, t-shirts, social media and other giveaways.
- 2. Candidates may only run for one (1) position per election cycle.
- 3. Spending limit
  - a. For an individual or individuals campaigning together, the value of campaign costs cannot exceed five hundred dollars (\$500), including donations.
  - b. Receipts for all expenses must be turned into the election commissioner at the conclusion of the campaign period.
- 4. Candidate Endorsement
  - a. The Creighton Students Union government, or its subsidiaries, may not endorse a candidate(s). Subsidiaries of the Creighton Students Union government are defined as any house, committee, or formal group existing as an aspect of the Creighton Students Union government, including Program Board, Appropriations Committee, the House of Delegates, Cabinet, and the Executive Committee.
  - b. Student organizations, including college or school governments, may endorse a candidate(s).
  - c. Creighton Students Union funds and/or items purchased with Creighton Students Union funds may not be used for the purpose of endorsing, or in any way supporting, a candidate.
  - d. Creighton Students Union funds and/or items purchased with Creighton Students Union funds may be used for the purpose of an incentive program for students to vote.
- 5. Campaign Infractions
  - a. If a voting member of the Creighton Students Union witnesses or suspects campaign infractions by a candidate(s), he or she may file a

formal complaint, requiring no signatures but his or her own, with the election commissioner.

- b. Upon receipt of the complaint, the election commissioner may convene the Election Committee to review the allegations.
- c. The committee will then determine first the validity of the allegations, and, if necessary, the repercussions for the violations.
- d. If a candidate wishes to appeal a decision to the Standards Committee, they may do so through the procedures outlined under Bylaw IV. Section B.

#### **D. Election of the President**

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

#### **E. Election of the Executive Vice President**

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

#### **F. Appointment of the Vice President for Finance**

1. The office of the vice president for finance shall be filled through a selection process. Applications for the office shall be made available the first full week of October and interviews of the applicants shall be conducted by a Selection Committee. Interviews shall begin the week following general elections.

2. The Selection Committee shall consist of the outgoing president, the outgoing executive vice president, the outgoing vice president for finance, the outgoing vice president for programming, the president-elect, and the executive vice president-elect. The Creighton Students Union advisor shall serve in an advising capacity and shall not have a vote in deciding the appointee(s).
3. The incoming vice president for finance shall be selected upon majority vote of the Selection Committee. If a majority vote cannot be reached, then the candidate with a plurality of the votes will be selected. If a plurality vote cannot be reached, then the president-elect shall select the candidate.

#### **G. Appointment of the Vice President for Programming**

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

#### **H. Election of the Speaker of the House**

1. Following election to the House of Delegates, but prior to the end of the fall academic semester, candidates will be required to express formal interest in pursuing election as speaker of the house to the incoming executive vice president of the Creighton Students Union.
2. Upon convening the first House of Delegates meeting of the next term, the president of the Creighton Students Union will chair the meeting until a speaker of the house is elected.
3. The candidate(s) will then be subject to a majority vote of the entire House of Delegates. If after one vote, no candidate has won a majority, the two top vote-earning candidates will then be subject to a second majority vote by the House of Delegates. If needed to reach a majority vote, each candidate shall have the option to vote for him or herself. In the event that a majority vote cannot be reached, the executive vice president shall cast the tie-breaking vote.

4. The speaker of the house will assume his/her duties immediately upon election.
5. The speaker shall retain the duties and responsibilities incumbent of the position from which they were elected speaker as listed under Bylaw V, Section A except the speaker shall not be directly assigned student organizations and shall not serve on the standing and ad hoc committees of the Creighton Students Union. The speaker shall retain the ability to vote during meetings of the House of Delegates but is encouraged to use discretion when choosing to exercise the right to vote.
6. The speaker of the house shall be subject to a confirmation vote at the conclusion of the spring session of the House. If the sitting speaker of the house does not receive a majority vote of approval, or opts out of the vote, then the House shall select a new speaker to serve out the remainder of the term.

### **I. Election of Delegates**

1. The total number of delegates shall be determined and amended with accordance to Article VIII, Section 8.01, b.i. of the Constitution.
2. The Heider College of Business, the College of Arts and Sciences, and the College of Nursing shall elect delegates to represent their respective school.
  - a. These elections shall coincide with the election of the Creighton Students Union.
  - b. All undergraduate student organizations must be registered with the Student Leadership & Involvement Center as of the first of October prior to the elections in order to be assigned a delegates.
  - c. Undergraduate delegates will be responsible for communicating with their assigned student organizations at least every other week. Presidents of each of the student organizations can contact the Speaker of the House if their delegate is not communicating with their organization, which may result in a referral to the Standards Committee.
  - d. Undergraduate delegates will be responsible for sending an email to the members of the school or college from which they were elected at least once a semester. Collaboration is encouraged on such emails to avoid flooding listservs.
3. The governments of the Graduate School, School of Pharmacy & Health Professions, School of Dentistry, School of Law, and School of Medicine shall elect or appoint delegates from their respective schools.
4. Candidates for the Heider College of Business, the College of Arts and Sciences, and the College of Nursing delegate seats shall obtain on a Petition of Nomination the legible signatures of fifty (50) students. The petition must be returned to the election commissioner as stated in the Official Notice and may be subject to verification. The candidate shall also fill out a registration

form. Failure to meet the requirements set forth shall result in ineligibility to run for office.

5. Upon completion of the Petition of Nomination, registration form, and receipt of verification by the election commissioner the candidate may officially begin campaigning, once the campaign period has begun.
6. All campaign practices must be consistent with university posting regulations.
7. These college/school delegate candidates will be on the Creighton Students Union general election ballot in November and will have their Net ID's pulled from the registrar's office.
8. The IRHG delegate will appoint a member from their General Assembly and notify the CSU Executive Vice President after that appointment.
9. The Sports Club delegate will be elected at the first sports club presidents meeting in November. Each sports club will be allowed to nominate up to one member. At the first sports club meeting in November, the presidents will vote on those who were nominated. Each president will be allowed one vote.
10. The Student-Athlete Advisory Committee (SAAC) will elect their delegate internally, in September and will label them as the "Campus Engagement" chair for SAAC. That delegate sit in on the according CSU meetings.
11. The following affinity group delegates:
  - a. Academic + Honor Society
  - b. Faith-Based, Political, Sustainability Group
  - c. Service + Social Group
  - d. Cultural Group
  - e. Commuter / Off-Campus

Will be appointed by the executive team. The application will first ask the candidate to select which seat they are applying for. Then there would be a "check all the boxes that apply" as well as a "other/none" box and another text box that asks the applicant to explain how they are involved (or not involved) in those organizations. The election commissioner can cross reference this with the Student Leadership and Involvement Center if necessary. The executive team can also invite for an interview and confirm that the candidate is eligible. There will also be an "upload resume" option for those students who have not been at Creighton for a sufficient amount of time but have leadership experience at other institutions. These delegates will be appointed by the CSU Executive Committee and must be approved by the CSU Cabinet with a 2/3 majority vote.

12. The following group delegates:
  - a. International Students
  - b. Online / Regional Campus
  - c. Phoenix Campus
  - d. Fraternity and Sorority Life
  - e. School / College
  - f. At large

Will be on the Creighton Students Union general election ballot in November and will have their Net ID's pulled from the registrar's office. The delegate candidate representing the international student group must have a form on file with the university's Global Engagement Office.

**J. Selection of the House of Delegates Secretary**

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

**K. Selection of the House of Delegates Parliamentarian**

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

**L. Selection of Program Board Coordinators**

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

**M. Selection of Diversity & Inclusion, Wellness, and Graphic Design & Marketing Coordinators**

1. Applications for the Diversity & Inclusion, Wellness, and Graphic Design & Marketing coordinators will be requested and reviewed by the executive vice president and the Creighton Students Union advisor.
2. After reviewing applications, the incoming and outgoing executive vice presidents, in conjunction with the outgoing Diversity & Inclusion, Wellness and Graphic Design & Marketing coordinators, respectively, will appoint the coordinators. The Creighton Students Union advisor will serve in an advising capacity and shall not have a vote in deciding the appointee(s).

- a. Advisor(s) of the Creighton Students Union Wellness Coordinator shall be the current Creighton Students Union Advisors and the Director of Student Counseling Services
3. All coordinators shall be selected prior to the end of the fall semester.
4. Coordinators shall be in good academic and judicial standing with the university throughout the duration of their term.
  - a. Creighton Students Union Wellness Coordinator must sign and abide by confidentiality agreement to not disclose any sensitive information without knowledge of appropriate parties such as Student Counseling Services, Public Safety, and/or other relevant campus departments
5. For the purposes of Bylaw IV, Program Board coordinators are considered staff of the Creighton Students Union.

## **BYLAW II. Terms of Office**

### **A. Terms of the Executive Officers**

1. The offices of the president, executive vice president, vice president for finance, and vice president for programming shall begin on January 1<sup>st</sup> of each year and end on December 31<sup>st</sup>.
2. Executives shall also be required to transition their successors through January following the completion of their term of office.

### **B. Term of the Speaker of the House**

1. The Speaker of the House holds two sub terms within the full year term.
2. The first sub term shall begin after the first bull house meeting of the year (January) and end on the last day of the spring semester (May). Upon a simple majority vote of approval, the speaker of the house will then continue his/her second sub term on the first day of classes (August) the following fall semester and shall end the term on the last day of school fall semester (December).
3. The outgoing speaker shall also be required to transition his/her successor through January.

## **BYLAW III. Office Vacancies**

### **A. Succession to the Presidency**

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

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

1. As an extension of Article XI., in the event of a vacancy of the executive vice president, vice president for finance, or the vice president for programming, the president shall nominate candidates for the vacated office.



2. The nominee(s) shall be approved by a simple majority vote of the Cabinet.
3. A nominee for the vice president for programming position shall also be approved by Program Board.
4. A nominee for the vice president for finance position shall also be approved by the Appropriations Committee

**C. Delegate Vacancies**

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

**D. Coordinator Vacancies**

1. In the event of a vacancy among the Diversity and Inclusion or Graphic Design & Marketing coordinator, the executive vice president shall have the power to appoint a new coordinator, with approval by the president and input from the Executive Committee.
2. In the event of a vacancy among the Program Board coordinators, the coordinator shall be replaced with accordance to the Program Board Constitution.

**E. Nomination Process**

1. The nomination process shall begin within two (2) weeks of the vacancy of any office of the Creighton Students Union for which succession is not outlined.

**BYLAW IV.**

**Recall and Expulsion of the Executive Officers, Delegates and Staff**

**A. Executive Recall and Expulsion**

1. Each officer shall be subject to recall by the students. A recall election for an executive officer shall be called by the Creighton Students Union upon presentation of a petition to the speaker of the house requesting such an election take place. The speaker shall then notify the executives for which the recall election has been petitioned, as well as the president.
  - a. This petition shall have on it the signatures of five hundred (500) voting members of the Creighton Students Union.

- b. If recall of any executive is taking place, the speaker of the house shall serve as election organizer. If the speaker is included in the recall as well, a member of Cabinet shall serve as election organizer.
    - c. Such officers shall be recalled from office if upon the recall election sixty percent (60%) of the votes cast are in favor of recall of the officer.
    - d. No officer shall be subject to recall more than once during a term. Any executive recalled shall be ineligible for any office of the Creighton Students Union for at least one (1) year following the recall.
  2. The president shall reserve the right to expel or withhold payment of salary to any member of the Executive Committee for not fulfilling the duties of that specific office, with consultation of the Creighton Students Union advisor.
  3. The Cabinet and House of Delegates may expel or withhold payment of salary to any unelected member of the Executive Committee for failure to fulfill the duties of the specific offices through a two-thirds (2/3) majority vote on a resolution.
  4. Upon a three-fourths (3/4) vote of no confidence in the speaker of the house by the House of Delegates, the speaker will be removed from office, and an election will be held to determine his or her replacement until the next election.

## **B. Standards Committee and Judicial Proceedings**

### **1. Filing a Complaint**

- a. Formal complaints may be filed by petition of thirty (30) students to address concerns with the actions or policies of the Creighton Students Union government or its members, to request an action of the Creighton Students Union, and/or to address concerns with the actions or policies of Creighton University.
    - i. The chairs of the House, Cabinet, Appropriations Committee, Executive Committee, and Program Board may bypass the thirty (30) signature requirement if they file a complaint against a member of their body.
  - b. Petitions shall then be turned in to the president of the Creighton Students Union, who shall then convene the Standards Committee.

### **2. Membership**

- a. Membership shall consist of the president acting as a non-voting chair and one (1) member selected each from the House, Cabinet, Appropriations Committee, Executive Committee, and Program Board. Cabinet may elect to cede its position to another member from the House, in which case the House must elect one graduate/professional and one undergraduate member to serve on the Standards Committee.
    - i. If the petition presented involves a member of the Executive Committee, then the Speaker of the House will chair the Standards Committee to review the complaint.



**E. Expulsion of Staff**

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

**F. Removal of the House of Delegates Secretary**

1. The House of Delegates at any of its formal meetings may vote at any time to remove from office its Secretary.
2. A two-thirds (2/3) majority vote shall remove the Secretary.
3. Following the removal of a Secretary, the House shall immediately move to find a replacement as per Bylaw I.J.1.

**G. Removal of the House of Delegates Parliamentarian**

1. The House of Delegates at any of its formal meetings may vote at any time to remove from office its Parliamentarian.
2. A two-thirds (2/3) majority vote shall remove the Parliamentarian.
3. Following the removal of a Secretary, the House shall immediately move to find a replacement as per Bylaw I.K.1.

**BYLAW V.  
Duties of the Creighton Students Union Government**

**A. Duties of the Cabinet**

1. Shall serve as a legislative body of the Creighton Students Union.
2. Shall represent the wishes and needs of the student body through the Creighton Students Union government.
3. Shall determine matters of policy and action concerning the Creighton Students Union government.
4. Shall oversee the activities of the student governments of the nine (9) schools and colleges of the university.
5. Shall attend all Creighton Students Union Cabinet meetings, or send a proxy, with permission from the president. Each school may only be unaccounted for up to one (1) time a semester.
6. Shall follow all policies and procedures of the Creighton Students Union pertinent to his or her office.
7. Shall propose resolutions, acts, and amendments to the governing documents of the Creighton Students Union.
8. Shall be eligible to serve on standing and/or ad hoc committees of the Creighton Students Union.
9. Shall approve the Creighton Students Union's annual budget.
10. Shall hear requests and allocate funds of the Creighton Students Union for all interdisciplinary initiatives, as detailed in Bylaw IX.F. The vice president for

finance will receive requests and conduct the hearing process for each request. Decisions must be made with a simple majority vote, with the president of the Creighton Students Union casting the tie-breaking vote

### **B. Duties of the House of Delegates**

1. Shall serve as a legislative body of the Creighton Students Union.
2. Shall represent the wishes and needs of the student body through the Creighton Students Union government.
3. Shall determine matters of policy and action concerning the Creighton Students Union government.
4. Shall maintain regular contact with their respective constituencies throughout their term and send an email to their respective student organization or school/college at least once a month with updates.
5. Shall communicate the needs and concerns of their constituents during meetings of the Board.
6. Shall attend all Creighton Students Union House of Delegates meetings, with up to two (2) absences a semester.
7. Shall follow all policies and procedures of the Creighton Students Union pertinent to his or her office.
8. Shall propose resolutions, acts, and amendments to the governing documents of the Creighton Students Union.
9. Shall meet with university administrators when necessary.
10. Shall carry out the requirements placed on them by the speaker.
11. Shall serve on both standing and ad hoc committees of the Creighton Students Union.
  - a. Each committee chair is required to submit minutes of committee meetings to the speaker of the board, and to meet regularly with the speaker to coordinate efforts and legislation.
  - b. Committees and their charges shall be determined and voted on by the House of Delegates at the beginning of its term.
12. Shall be in good academic and judicial standing with the university throughout the course of their term.
13. May vote absentee (online) for any judicial matters by 11:59pm the day that the in-person vote took place.
  - a. Creighton Students Union does not accept proxies.
15. May not serve as the president of any student organization or sports club during their term as a CSU Delegate.

### **C. Duties of the Executive Committee**

1. Shall serve as the primary administrative and operating body of the Creighton Students Union government.
2. Shall represent the Creighton Students Union to the student body, university faculty, staff, and administrators, and to the greater community.

3. Shall recommend to the Creighton Students Union matters of policy and action for its consideration.
4. Shall enforce the policies and procedures of the Creighton Students Union governing documents.
5. Shall be present at all Creighton Students Union legislative sessions to give updates concerning the government's operations.
6. Shall conduct the business of the Creighton Students Union. The Executive Committee shall be vested with the power to incur expenses and pay accounts payable.
7. Shall be vested with the power to formulate temporary policy for the effective administration of the Creighton Students Union during the non-academic calendar months. All actions shall be subject to review and evaluation by the Cabinet during the first regular meeting of the semester.
8. Shall assist in the transition and installation of the new executives.
9. Shall follow all policies and procedures of the Creighton Students Union pertinent to his or her office, and update the Policies & Procedures as necessary.
10. Shall support the events, activities, and traditions of the students and the university through participation and attendance.
11. Shall oversee the duties of the election commissioner.
12. Shall have all other powers incident to the executive.
13. Shall hold business hours, totaling no less than ten (10) hours a week for the president and vice presidents during the academic school year in the Creighton Students Union offices. During the summer months, business office hours shall be no less than twenty-five (25) hours a week. Vacations, not just limited to fall and spring break, shall be allowed with the approval of the president and Creighton Students Union advisor, but shall not hinder the duties of the executive officers.
14. No one on the Executive Committee of the Creighton Students Union shall hold a position of responsibility for any other student organization of Creighton University, nor shall these officers be employed by any person during the academic school year, excepting Federal Work Study. Positions of responsibility shall be defined on a case-by-case basis by the president and Creighton Students Union advisor.

#### **D. Duties of the President**

1. Shall chair the Cabinet of the Creighton Students Union.
2. Shall chair the Executive Committee of the Creighton Students Union.
3. Shall organize and direct the Creighton Students Union and serve as the chief executive officer of the Creighton Students Union.
4. Shall enforce matters of policy and represent the student body as determined by the legislative bodies of the Creighton Students Union.
5. Shall act as liaison between the Creighton Students Union the Student Leadership & Involvement Center.

6. Shall serve as policy and administrative head of the Executive Committee.
7. Shall coordinate the efforts of and meet weekly with each of the vice presidents.
8. Shall meet with the speaker of the house once every two (2) weeks.
9. Shall meet with members of the Cabinet and House when necessary.
10. Shall represent the Creighton Students Union government to the student body, university faculty, staff, and administrators, and to the greater community.
11. Shall approve and sign all contractual agreements, check requests, and allocations of Creighton Students Union funds.
12. Shall enact or veto legislation in accordance with Article X. of the Constitution of the Creighton Students Union.
13. Shall oversee the annual State of the Student meeting, and provide the annual State of the Student address.
14. Shall be responsible for the Creighton Students Union Annual Report.
15. Shall be, at the pleasure of the Creighton University Board of Trustees, an ex-officio member of the Student Affairs subcommittee of the Creighton University Board of Trustees.
16. Shall be, at the pleasure of the National Alumni Board, an ex-officio member of the National Alumni Board.
17. The president may, at times, call for special ad hoc committees of the Creighton Students Union for his or her own purposes.
18. Shall present the Robert F. Kennedy Memorial Award for Teaching Excellence at commencement.
19. Shall uphold the mission of the university and defend the rights of the students.
20. Shall meet weekly with the Creighton Students Union advisor.
21. Shall be in good academic and judicial standing with the university throughout the duration of their term.
22. Shall chair the Student Affairs and Athletic Affairs Annual Report committees, compile the student report from the Annual Report Task Force, present the report to the Board of Trustees, and be the official contact for these committees to the Board of Trustees.

**E. Duties of the Executive Vice President**

1. Shall serve as a liaison between the Executive Committee, the student body, the Creighton Students Union legislatures, and university committee and advisory board members.
2. Shall serve as the chief communications, outreach, and operations officer of the Creighton Students Union government.
3. Shall assist the Creighton Students Union with tasks assigned by the president.
4. Shall serve as secretary of the Creighton Students Union government, recording all minutes at the meetings of the Executive Committee, Cabinet, and other meetings as necessary.

5. Shall be charged with the stewardship of the governing documents of the Creighton Students Union government.
6. Shall oversee the Robert F. Kennedy Award selection process.
7. Shall be responsible for the publication and distribution of the university directory.
8. Shall oversee the appointment of students to university committees and advisory boards.
9. Shall preside at all other meetings of the Creighton Students Union upon the absence of the president or speaker of the board, and shall at that time rule upon matters of policy and procedure.
  - a. When presiding in place of the president, the executive vice president shall be able to delegate the recording of minutes to another executive.
10. Shall oversee the duties and meet weekly with the Diversity and Inclusion and Graphic Design and Marketing coordinators.
11. Shall be responsible for all Creighton Students Union social media outlets.
12. Shall chair the Student Organization Review Committee (SORC).
13. Shall uphold the mission of the university and defend the rights of the students.
14. Shall meet weekly with the Creighton Students Union president.
15. Shall meet weekly with the Creighton Students Union advisor.
16. Shall meet weekly with the Creighton Students Union Speaker of the Board.
17. Shall be in good academic and judicial standing with the university throughout the duration of their term.
18. Shall chair the Academic Affairs Annual Report committee compile the student report from the Annual Report Task Force, present the report to the Board of Trustees, and be the official contact for this committee to the Board of Trustees.
19. Shall meet regularly with a joint council of at least one professional staff representative from the following campus entities: Creighton Center for Service and Justice, Campus Ministry, and Office of Multicultural Affairs, once every two (2) weeks.
20. Shall be responsible for promotion and awareness of mission and diversity in partnership with campus entities (Creighton Center for Service and Justice, Campus Ministry, and Office of Multicultural Affairs).

**F. Duties of the Vice President for Finance**

1. Shall chair the Appropriations Committee.
2. Shall be responsible for maintaining and supervising all financial matters of the Creighton Students Union.
3. Shall ensure that the fees received by the Creighton Students Union are used to the best interest of the students.
4. Shall present financial reports, showing current month and year-to-date activity, to the Executive Committee and Cabinet on a monthly basis.



5. Shall be responsible for the yearly audit of the Creighton Students Union.
6. Shall be charged with ensuring the education of student organizations regarding funding policies and procedures.
7. Shall uphold the mission of the university and defend the rights of students.
8. Shall meet weekly with the Creighton Students Union president.
9. Shall meet weekly with the Creighton Students Union advisor.
10. Shall be in good academic and judicial standing with the university throughout the duration of their term.

#### **G. Duties of the Vice President for Programming**

1. Shall provide the Creighton University community with multicultural, social, recreational, educational, and entertaining programs that are responsive to the needs of the university community and consistent with the mission of the university.
2. Shall direct the actions of the Creighton Students Union Program Board, a subsidiary of the Creighton Students Union.
3. Shall preside over all Program Board executive meetings and supervise planning and implementation of all programming events for the Creighton Students Union.
4. Shall be responsible for the leadership development and training of all Program Board coordinators, the assistant vice president for programming, and Street Team.
5. Shall be an official spokesperson and representative of Program Board to the university community.
6. Shall hold the power to request and negotiate contracts on behalf of the Creighton Students Union Program Board.
7. Shall consult and receive approval of the Program Board advisor in matters of contract negotiation.
8. Shall meet weekly with each Program Board coordinator, or assign coordinators to meet weekly with the assistant vice president for programming.
9. Shall uphold the mission of the university and defend the rights of students.
10. Shall meet weekly with the Creighton Students Union president.
11. Shall meet weekly with the Program Board advisor.
12. Shall meet weekly or as needed with the Creighton Students Union advisor.
13. Shall be in good academic and judicial standing with the university throughout the duration of their term.
14. Shall chair the Mission and Identity Annual Report committee compile the report from the Annual Report Task Force, present the report to the Board of Trustees, and be the official contact for this committee to the Board of Trustees.

#### **H. Duties of the Speaker of the House**

1. Shall serve as chair and voice for the House of Delegates.

2. Shall coordinate the efforts and activities of the House of Delegates.
3. Shall hold weekly meetings with committee chairs of the House of Delegates.
4. Shall maintain five (5) office hours a week during the academic year in the Creighton Students Union offices.
5. Shall give updates and reports regarding the House of Delegates to the CSU Executive Vice President to be relayed at Executive and Cabinet meetings.
6. Shall oversee the appointment of a House secretary for regular House meetings.
7. Shall ensure the House of Delegates is compliant with the Creighton Students Union governing documents.
8. Shall assign members of the House of Delegates to standing and ad-hoc committees of the Board.
9. Shall assign delegates to student organizations which they will maintain regular contact with, as specified in Bylaw I, Section I. d.
10. Shall have the authority to place specific requirements upon the House to help them carry out the duties of their individual positions, within the framework of Bylaw V, Section H.
11. Shall support the events, activities and traditions of the students and the university through participation and attendance.
12. Shall hold weekly meetings with the Executive Vice President regarding matters of the House of Delegates.
13. Shall be in good academic and judicial standing with the university throughout the duration of their term.

**I. Duties of the House Secretary**

1. Shall record the minutes of each House of Delegates meeting, and ensure that it is properly documented on the Creighton Students Union website and server.
2. Shall keep track of legislation, ensure policies and procedures of the Creighton Students Union are properly followed, and record all votes of the House of Delegates.
3. Shall maintain the duties and responsibilities of the position from which they were selected as secretary.
4. Shall be in good academic and judicial standing with the university throughout the duration of their term.

**J. Duties of the House Parliamentarian**

1. Shall ensure parliamentary procedure is properly followed during formal meetings of the Board.
2. Shall be knowledgeable on parliamentary procedure according to the current edition of Roberts Rules of Order.
3. Shall maintain the duties and responsibilities of the position from which they were selected as parliamentarian.
4. Shall be in good academic and judicial standing with the university throughout the duration of their term.

**K. Duties of Program Board Coordinators**

1. Shall be a voting member of the Program Board Executive Board.
2. Shall be responsible for the coordination and implementation of programming events.
3. Shall meet weekly with the vice president for programming or assistant vice president for programming, as assigned.
4. Shall maintain four (4) weekly office hours during the year.
5. Shall be available to give reports on events and other Program Board activities to other bodies of the Creighton Students Union, as necessary.
6. Shall be in good academic and judicial standing with the university throughout the duration of their term.

**L. Duties of the Diversity and Inclusion Coordinator**

1. Shall be responsible for communicating twice a month with the Creighton Intercultural Center on the current state of affairs concerning issues of diversity and inclusion at Creighton University.
2. Shall meet every two weeks with the CSU Executive Vice President.
3. Shall hold four (4) office hours a week during the school year throughout the term.
4. Shall assist CSU House of Delegates committees in identifying issues that warrant legislative action.
5. Shall serve as an ex officio member of the Creighton Intercultural Student Engagement Council.
6. Shall be in good academic and judicial standing with the university.

**M. Duties of the Graphic Design & Marketing Coordinator**

1. Shall be responsible for producing publications for the Executive Committee, the House of Delegates, the Cabinet, and the Appropriations Committee.
2. Shall have access to and be responsible for utilizing the CSU Social Media accounts on a regular and consistent basis.
3. Shall meet bi-weekly with the Executive Vice President.
4. Shall hold four (4) office hours a week during the school year and summer throughout the term.
5. Shall assist the Election Commissioner in designing publications for the CSU Elections each fall.

6. Shall be in good academic and judicial standing with the university throughout the duration of their term.

#### **N. Duties of the Student Wellness Coordinator**

1. Shall coordinate with Student Counseling Services, Public Safety, and/or other related departments to address issues relating to students emotional, physical, mental wellbeing that Creighton Students Union may address in partnership with said University departments
2. Shall partner with VIP Center, Active Minds, and/or all groups across campus to provide educational resources relating to mental health for all students on and off campus
3. Shall meet bi-weekly with the CSU Executive Vice President
4. Shall work with the House of Delegates Student Wellness Committee to address and draft ideas for legislation relating to mental health policies on campus
5. Shall attend regularly scheduled meetings alongside the Creighton Students Union President with Student Counseling Services, Public Safety, and/or other appropriate departments relating to mental health
6. Shall partner with Creighton Students Union Vice President of Program in overseeing programming related to student wellness
7. Shall serve as chair of the Student Counseling Services student committee as a non-voting member
8. Advisors shall be current advisors of Creighton Students Union and the Director of Student Counseling Services
9. Shall accomplish Green Dot Training and/or other training deemed necessary by the Director of Student Counseling Services
10. Shall be aware of all emergency contact information of Creighton University
11. Shall be knowledgeable how to access all resources relating to mental health
12. If an emergency is pending, Creighton Students Union Wellness Coordinator shall relay responsibility to appropriate contacts like Student Counseling Services and Public safety
13. Shall sign and abide by confidentiality agreement(s) to not disclose any sensitive information without knowledge of appropriate parties such as Student Counseling Services, Public Safety, and/or other relevant campus departments
14. Shall hold office hours within the Creighton Students Union Office Space for 10 hours a week

### **BYLAW VI. Committees and Staff of the Creighton Students Union**

#### **A. The Appropriations Committee**

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

#### **B. Program Board**

1. Shall provide the Creighton University community with multicultural, social, recreational, educational, and entertaining programs that are responsive to the needs of the university community and consistent with the mission of the university.
2. Membership shall consist of the vice president for programming, the assistant vice president for programming and the event coordinators, with the Program Board advisor serving in a non-voting capacity.
3. Professional and graduate school students that wish to attend Program Board events shall be subject to a fee determined by the president and vice president for programming.
  - a. The professional and graduate school students shall pay a fee of 22% of the undergraduate student fee allocated to Creighton Students Union.
  - b. Paying this fee will allow professional and graduate school students to attend all Program Board events for the school year.

#### **D. Presidential Fellowship Advisory Committee**

1. This committee will be formed and implemented up to the discretion of the CSU President.
2. The purpose of the Presidential Fellowship shall be to provide a semester-long leadership development program for first semester, first year students to introduce them to leadership theory, leadership in the Ignatian tradition, and practical leadership skills for student leadership at Creighton University.
3. Presidential Fellowship shall be comprised of approximately fifteen (15) first semester, first year students.
4. The President of the Creighton Students Union shall coordinate the Presidential Fellowship in accordance with the processes outlined in the Policies and Procedures of the Creighton Students Union.
5. The Presidential Fellowship Advisory Committee (PFAC) shall assist the President in planning and executing the semester-long program.
  - a. The PFAC shall be comprised of five alumni members of the Presidential Fellowship.
  - b. The PFAC shall be selected by the outgoing President and Executive Vice President and the incoming President and Executive Vice President each November.
  - c. The PFAC shall be chaired by the President of the Creighton Students Union.
  - d. The term of members of PFAC shall be from January 1 to December 31.
  - e. The PFAC shall advise the planning of the semester program of the Presidential Fellowship by the President and shall be tasked with planning and executing Presidential Fellowship Alumni events and outside social events with the Fellows, including a kick-off retreat.

## **BYLAWS VII.**

### **Salaries of Executive Officers and Speaker**

#### **A. Salaries**

1. All salaries shall go through the Business Service Center.
2. The CSU Executive Committee shall receive monthly stipends that are assessed annually by the University and is in accordance with CSU's Memorandum of Understanding with the University.
3. The assistant vice president for programming shall receive monthly stipends that are assessed annually by the University and is in accordance with CSU's Memorandum of Understanding with the University.

4. The speaker of the house shall receive monthly stipends totaling one thousand dollars (\$1,000) per semester at the end of their semesterly term.
5. No changes in salary shall be given to persons in office during their current terms when an increase or decrease in salary is approved through a bylaw change.
6. CSU student salaries will be published on the CSU website annually.

**B. Recognition of Creighton Students Union Coordinators**

1. The Diversity and Inclusion Coordinator gifted a token of appreciation of two hundred fifty dollars (\$250) in JayBuck\$ to be issued after completion of the event or term.
2. Recognition of Program Board Coordinators will be in accordance with the Program Board Constitution.

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

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

**BYLAW IX.  
Allocation of Funds**

**A. Creighton Students Union Budget**

1. The annual budget of the Creighton Students Union shall be approved by the Appropriations Committee, Executive Committee, House of Delegates and Cabinet before the conclusion of the academic year.
2. The budget shall only go into effect once it has been approved and the new fiscal year begins.
3. This budget shall incorporate the annual Program Board budget.
  - a. The total amount allocated to Program Board shall be 40% of the total undergraduate student fees that Creighton Students Union is allocated each year.

**B. Eligibility to Receive Funding**

1. A student club or organization shall be currently registered with the Student Leadership & Involvement Center.
2. The club or organization shall be open to all full-time students of Creighton University, its activities shall be open to all full-time students of Creighton University, it shall regularly represent Creighton University in

competitive events, or it shall be an undergraduate school or college government, with membership selected through an open and fair selection process.

- a. Social Fraternity and Sorority Life organizations are not eligible for funding.
3. The mission or purpose of a club or organization and its events shall be consistent with the mission and purpose of Creighton University and the Creighton Students Union.
4. Events or programs using any amount of Creighton Students Union funds shall be initiated, planned, and organized by students for students.
5. The club or organization receiving funds shall have a sound financial history with the Creighton Students Union government.
6. The Creighton Students Union shall not purchase assets for student groups. The Creighton Students Union shall only purchase items used in the normal course of operations which can be consumed in one year or less. Items to be given away shall be held to this same standard.
7. All Creighton Students Union funding policies are binding, and failure of student organizations to follow these policies will affect their future ability to secure funds.
8. Sanctions for violating funding policies will be determined by the Appropriations Committee and enforced by the Executive Committee, under the guidance of the president and vice president for finance.

#### **C. Exceptions from Requirements of Eligibility**

1. A club or organization may be funded and all previously stated requirements may be waived if and only if the Appropriations Committee unanimously votes to approve the funding.
2. Non-student organizations seeking to hold a student-oriented event may be funded by the Appropriations Committee at the discretion of the vice president for finance.

#### **D. Committees of Creighton Students Union**

1. All standing and ad-hoc committees of the Creighton Students Union shall be eligible for funding.

#### **E. Omaha Metro Bus Passes**

1. Omaha Metro Bus Passes will be funded from annual CSU rollover funds, not to exceed one thousand five hundred (1,500) dollars. These “10 Ride Adult” passes will be purchased in sets of twenty-five (25), as needed, and provided to students on a first come first serve basis to address the student need of transportation assistance.



**F. Undergraduate Organization, Club, Government, and Non-Student Organization Funding**

1. All requests for funding are to be submitted to the vice president for finance at least fifteen (15) university business days prior to the incurrence of the first expense.
2. Undergraduate student organizations, undergraduate governments, and sports clubs have the option to apply for funding on an activity by activity basis, through the submission of a semester budget, or through the submission of an annual budget.
  - a. The total amount allocated to all of the sports clubs shall not exceed 7.5% of the total student fees that Creighton Students Union is allocated each year.
3. Non-student organizations have the option to request funding only on an activity by activity basis.
4. All requests for funding shall be submitted to the vice president for finance for review by the Appropriations Committee.
5. The Appropriations Committee, after hearing a presentation from the organization, decides on a proposed allocation for the event(s).
6. Creighton Students Union must ensure that “no substantial part” of its activities involves “carrying on propaganda” or otherwise attempting to influence legislation on the city, state, national, or international level. Not included under this clause are debates and similar activities that equally represent both sides of an issue.
7. Undergraduate student organizations and non-student organizations may receive payment after they submit a report, including receipts for all expenses, and submit it to the vice president for finance within fifteen (15) university business days following the event. Failure to produce receipts will result in a forfeit of funding. Regardless of whether they requested funding for a single activity or for a period of time, reimbursement will occur after each individual activity.
8. The final amount of funding an organization receives from the Creighton Students Union for an event will not exceed the amount allocated by the Appropriations Committee, and will not exceed the total expenses for the event eligible for funding from the Creighton Students Union.
9. Sports clubs and undergraduate governments may receive funding upfront on a semester or annual basis, at the discretion of the vice president for finance.
10. Undergraduate student organizations that request to receive funding upfront, have a sound financial history with the Creighton Students Union, and have a Creighton Federal Credit Union account with the vice president for finance as a signer may do so with a unanimous vote by the Appropriations Committee, and with permission from the vice president for finance.

11. Entities that receive upfront funding from the Creighton Students Union will be required to fill out a report, including receipts for all expenses, and submit it to the vice president for finance within fifteen (15) university business days following the event.
  - a.If left incomplete, funds distributed to the entity will be recollected by the Creighton Students Union, and may result in probation or other punitive measures. If any funds are left unspent, this amount will be recollected by the Creighton Students Union.

### **G. Interdisciplinary Initiatives Funding**

1. Interdisciplinary initiatives are comprised of three or more academic entities collaborating for a common purpose.
2. Academic entities must come from three or more different academic programs, schools, or colleges.
3. Eligible entities must be school or college governments, interdisciplinary student organizations, or non-interdisciplinary student organizations or individuals who are sponsored by an eligible entity engaged in an interdisciplinary initiative.
4. Interdisciplinary student organizations receive classification from the Student Leadership & Involvement Center and are eligible to apply for semester budgets or on an activity by activity basis.
5. School or college governments, non-interdisciplinary student organizations, or individuals may only apply for interdisciplinary funding on an activity by activity basis.
6. Events or activities using interdisciplinary funding must be open to students from all schools and colleges, the planners of the event must come from three or more schools or colleges, and the purpose or intention of the event must be academic and/or interest based.
7. All requests for funding are to be submitted to the vice president for finance at least fifteen (15) university business days prior to the incurrence of the first expense.
8. All requests for funding shall be submitted to the vice president for finance for review by the Cabinet.
9. The Cabinet, after hearing a presentation from the organization, decides on a proposed allocation for the event(s).
10. All decisions made by Cabinet regarding interdisciplinary funding shall be presented to the House of Delegates for affirmation.
  - a.If a delegate calls for discussion of the decision, a simple majority vote shall be needed in order for Cabinet's decision to be affirmed.

- b. Any approval made by Cabinet and affirmed by the House of Delegates shall be subject to a veto by the president.
11. Creighton Students Union must ensure that “no substantial part” of its activities involves “carrying on propaganda” or otherwise attempting to influence legislation on the city, state, national, or international level. Not included under this clause are debates and similar activities that equally represent both sides of an issue.
12. Interdisciplinary entities may receive payment after they submit a report, including receipts for all expenses, and submit it to the vice president for finance within fifteen (15) university business days following the event. Failure to produce receipts will result in a forfeit of funding. Regardless of whether they requested funding for a single activity or for a period of time, reimbursement will occur after each individual activity.
13. Interdisciplinary initiatives will be funded from annual CSU rollover funds, not to exceed fifteen thousand (15,000) dollars.
14. No one interdisciplinary initiative funding request shall exceed fifty percent (50%) of the allotted interdisciplinary funds. Cabinet shall have discretion to partially fund interdisciplinary initiatives.
15. The final amount of funding an organization receives from the Creighton Students Union for an event will not exceed the amount allocated by the Cabinet, and will not exceed the total expenses for the event eligible for funding from the Creighton Students Union.
16. Interdisciplinary entities that request to receive upfront funding, have a sound financial history with the Creighton Students Union, and have a Creighton Federal Credit Union account with the vice president for finance as a signer may do so with a unanimous vote by the Cabinet and with permission from the vice president for finance.

#### **H. Delegate Review and Presidential Veto**

1. All decisions made by the Appropriations Committee shall be presented to the House of Delegates for affirmation.
  - a. If a delegate calls for discussion of the decision, a simple majority vote shall be needed in order for the Appropriations Committee’s decision to be affirmed.
  - b. If a simple majority vote of affirmation cannot be reached, the House of Delegates shall be charged with making the funding decision, needing a simple majority vote of approval to revise the decision.
2. Any approval made by the Appropriations Committee and affirmed by the House of Delegates shall be subject to a veto by the president.

- a. Upon a presidential veto, the Executive Committee shall review the vetoed funding request. The decision of the Executive Committee shall be approved by a simple majority vote, and shall be final, though subject to an appeal as outlined in Bylaw IV. Section B.

### **I. Double Jeopardy Clause**

1. No request shall be re-submitted to the Appropriations Committee once denied by the Creighton Students Union.
2. The only exception to this rule shall be if all four (4) executives unanimously agree that the proposal or extenuating circumstances have changed such that the proposal should be reconsidered by the Appropriations Committee, which must then reach a three-fourths (3/4) majority vote for funding to be allocated.

### **J. Rebate Procedure**

1. For the purposes of this section, “rebate” shall be defined as a portion of the student fee that shall be returned to each respective school or college student government within the university to be used to fund registered student organizations and plan events that are open to all students.
2. The semester rebate figures shall be determined by taking the number of students in the school or college that pay the student fee, times the current student fee that the Creighton Students Union receives per student, times the percentages listed below:
  - a. Creighton Medical Student Government 87%
  - b. Dental Students Union 87%
  - c. Student Bar Association 87%
  - d. Pharmacy and Health Professions Student Government 87%
  - e. Graduate School Government 87%
3. Pending available funds, CSU will allocate twenty-five percent (25%) of the fall and spring rebates in July and January
4. The remainder of the semester rebates will be allocated when the university has finalized enrollment and when money has been transferred into the Creighton Student Union’s account. Funding will be allocated in four (4) installments every semester that follows the student fee disbursement to CSU. This includes the 25% disbursement/advancement in July/January.
5. The school governments of the Graduate School, School of Medicine, School of Dentistry, School of Law, and School of Pharmacy and Health Professions will be required to submit monthly transaction logs to CSU for review before disbursements of the rebate are provided to the student government.
6. For the purpose of rebate allocation the student governments shall work on the university’s fiscal year.

7. All of the unspent rebate money from the previous fiscal year shall be deducted from the summer advancement and fall transfer, as necessary.
8. All budget reports and accounts will be reviewed the first week of July, prior to the allocation done during the last week in July.

## **BYLAW X.**

### **Transition and Installation of New Administrations**

#### **A. Transition**

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

#### **B. Transfer of Power**

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

#### **C. Inauguration**

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

#### **D. Non-cancellation of Previous House Actions**

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

**BYLAW XI**  
**Relationship to Creighton University**

**A. Memorandum of Understanding**

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

**BYLAW XII.**  
**Policies and Procedures**

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