

ARTICLE I MISSION STATEMENT

Entrusted by the students, the Roger Williams University Student Senate is the advocate of student rights, responsibilities, and opinions. Acting as a liaison between the student body and the University's administration and faculty, the Senate is responsible for representing the myriad of student thoughts and resolving their concerns. Assisting in the creation of an inclusive community that encourages intellectual, social, and personal development, the Senate is dedicated to promoting diverse thought and action amongst our pluralistic student body. The Student Senate endorses its clubs and organizations by providing a comprehensive network of support and recognition. Committed to collaborative leadership, the Student Senate places a strong emphasis on constant improvement for the benefit of the current and future students of Roger Williams University.

ARTICLE II STANDARD OPERATING PROCEDURES

SECTION 1: Student Senate Commitment to Student Equality Act

While striving to represent the student body, the Roger Williams University Student Senate endeavors to treat all students with fairness and dignity. Because all students should have equal opportunities and rights, the Student Senate, its Committees, recognized Clubs and Organizations, and Subsidiary Bodies under it will operate fairly and objectively without regard to race, color, religion, gender, sexual orientation, political ideology, national origin, handicap or age. In enforcing this policy and ensuring fairness to all students, the Student Senate shall act on all violations of this policy with utmost seriousness and concern.

SECTION 2: Quorum

Two-thirds of the voting membership of Senate or Senate sponsored committees shall constitute a quorum. No business can be done without a quorum present.

SECTION 3: Line of Succession

If at any meeting of the Senate, the President is absent, there is a line of succession to be followed: Vice President, Treasurer, Secretary, Finance chair, Clubs and Organizations chair, Student Affairs chair, Academic Affairs chair, Public Relations chair, and Alumni Affairs chair.

If none of these people are present, the most tenured Senator present shall be chairman for the meeting. At the first meeting of a new Senate the immediate past President shall act as chairman until the new President is sworn in.

SECTION 4: Appointment Procedure

The following is the procedure for appointment to all Senate positions, heads of standing boards and university and faculty committees:

1. Every new President appoints individuals to appointed positions.
2. The individual's appointment will be voted on by the Senate.
3. All Presidential appointments are subject to the will of the President, not to exceed the term of the President.

A student will be selected for the Board of Trustees' Academic and Student Affairs committee through the following process:

- A. To be eligible for the position the student must:
 - a. Hold a 2 year term unless the decision is made to go abroad. In that case, a new student will be elected through the same process.
 - b. Be a sophomore or junior.
 - c. Be in good academic standing according to the Student Senate Constitution.
 - d. Be familiar with the many different types of student activities on campus along with the general student population.
 - e. Be worthy of a position of honor within the Student Senate.
 - f. Must attend Student Senate meetings and have membership on the Academic or Student Affairs of the Student Senate. If this is a non-senator, they are the only student allowed to sit on more than one Student Senate Committee.
- B. The student must submit an application to a committee which will be comprised of The Provost & Senior Vice President, The Vice President of Student Affairs, The Student Senate President, The Student Senate Vice President, two senators, and two organization leaders who are not senators (selected by the Vice President of Student Affairs and the Student Body President). In the event that either the Student Senate President or Vice President applies for the position the Secretary and the Treasurer of the Senate can be designated by the Vice President of Student Affairs as selection committee replacements.
- C. This committee will select its top 3 applications and forward them to the President for review. The President will return a minimum of two names to the committee for election purposes.
- D. A referendum will be held to select the student who will represent the student body on the Board of Trustees' Academic and Student Affairs Committee.

SECTION 5: Executive Board Deputies

The Executive Board may, if deemed necessary, deputize assistants and/or apprentices to the Executive Board and/or the full Senate for any specified duties or length of time, not to exceed the term of the Executive Board.

SECTION 6: Executive Board Exclusivity

Executive Board officers can not hold executive office in any organization making up the Executive Council concurrent with their service on Student Senate.

All Executive Board members are required to meet with a Student Senate Advisor every other week unless deemed unnecessary by the advisor. The advisor each executive board member will meet with is dependant upon each advisor's specialty.

SECTION 7: Senator of the Year

At the final meeting of the Student Senate before the new President is sworn in, all Senators present shall vote on Senator of the Year to be bestowed amongst the assembly, and Honorary Senator of the Year to be bestowed outside of the assembly. With each award, voting rights shall be enumerated in perpetuity to all persons thusly honored. All persons who wish to exercise their awarded Senatorial privileges may do so with permission of the chair, and must be recognized by the Secretary at roll call.

SECTION 8: Closed Meetings

All meetings of the Student Senate, Senate committees, and Senate ad hoc committees shall be open to the University community unless two-thirds of that body vote for a closed session. The Senate may, however, through a majority vote, demand an explanation and the minutes of any closed session.

SECTION 9: Absences

If a Senator is going to be absent from a Senate meeting, they must give the Secretary a twenty-four hour notice unless it is an emergency. If it is an emergency, they must contact the Secretary before the next Senate meeting to explain their absence. Any Senator that misses a meeting must obtain all the information from the previous meeting before the next meeting. The Secretary will decide whether the absence is justified, and if it is not it will be considered an unexcused absence.

SECTION 10: Lateness

If a Senator is going to be late to a meeting (after roll call) then he/she must call. If he/she does not call before the meeting, then he/she must explain his/her lateness to the Secretary after the meeting. If the Secretary decides that the lateness is not justified, then it constitutes a demerit.

SECTION 11: Office Hours

All Senators will be required to maintain office hours. Senators must sign up for required office hours no later than the second meeting of the semester. 1 office hour per week is required for Senators. 2 office hours per week are required for Cabinet Members and Council Chairs. 3 office hours per week are required for Executive

Board members. Any absence or lateness should be explained to the Secretary 24 hours before the office hour.

SECTION 12: Dress Policy

The Executive Board will decide at each summer retreat a defined dress code list which is to be ratified by the Senate. The dress code will be enforced at meetings of the Student Senate General Assembly. The Senate must also ratify any additions or subtractions to this list. The appropriateness of dress will be left up to the discretion of the chair.

SECTION 13: Conduct Policy for Student Run Organizations

Every Student Senate Sponsored Organization will have a written set of policies and expectations with regards to the conduct of student leaders in their respective Organizations. Furthermore, each organization will set forth a process utilize in the case that their respective expectations are not met.

Section 14: Demerits

Although serving on the Student Senate is a voluntary exercise of student leadership and governance, Senators inherit responsibilities and commitments that are critical aspects of the position. Senators need to continue to uphold current commitments, while remaining aware that new commitments and events will likely emerge, given the constant demands and importance of Senate presence.

As the Student Senate Secretary is chosen from amongst his or her peers, the Secretary has the power and authority to enforce the commitments and responsibilities that are intricate to the position of Senator. (The Vice-President shall likewise enforce all such commitments and responsibilities upon the Secretary in the manner enumerated herein.) To this end, the Secretary may allocate and keep updated records of demerits for the following offenses:

Not performing the duties of a Senator as explained in the Roger Williams University Student Senate Constitution and Bylaws, that does not require impeachment or expulsion.

Unexcused absences at General Senate meetings, committee meetings, retreats.

Unexcused absences to other activities which require Senate attendance such as welcome week events, Leadership University, Election duty, etc.

Repeated unexcused absences from scheduled office hour.

Executive Board must give 2 weeks written notice on all required events with specific dates, times, and locations.

The breakdown of the attendance policy is as follows:

1 unexcused absence = 4 demerits

Unexcused absence from retreat = 2 unexcused absences (8 demerits)

Unexcused absence from other activities which require Senate attendance such as welcome week events, Leadership University, Election duty, etc. = 2 demerits

Unexcused absence from committee meeting = 3 demerits

Senators will be issued a warning for first missed office hour. For the next missed office hours, Senators will receive 1 demerit, then 2, then 3 and so on.

12 Demerits is cause for immediate expulsion from Senate

SECTION 15: Demerits Appeal

Any Senator may move to appeal the decision of the Secretary in regards to absences or demerits. This appeal must be made to the Executive Board no later than two Executive Board meetings after a Senator receives notice of the decision in question. An appeal is automatically considered, and after both sides have been considered, the Executive Board may choose to uphold, reduce (if applicable), or negate the decision of the Secretary. A lack of knowledge about an event does not constitute grounds for appeal, providing that notification has been recorded in official Senate records. Examples of grounds on which appeals may be made:

- Procedural Violation
- Additional explanation of circumstances/evidence
- Reasonable disagreement with the decision in question
- Additional grounds as they may appear

The decision of the Executive Board is final in respect to attendance and demerits.

SECTION 16: Impeachment

A Senator may be impeached for not fulfilling his/her responsibilities as a Senator; the oath he/she was sworn to; not conducting him/herself in fashion befitting a Senator; not adhering to the unexcused absence policy. These are to be determined by either the Constitution, the Bylaws or the Executive Board, in that order.

The President can request that someone step down from their position on the Senate and that request must be honored by the individual being asked to step down unless the individual appeals the President's decision to the Senate and the Senate upholds the individual's appeal.

SECTION 17: Letter of Resignation

All letters of resignation shall be typed and be addressed to the President of the Senate and announced at the next Senate meeting. A resignation will not be honored if this process is not complete.

Senators, Class Officers, and Executive Board members bring their resignation to the Executive Board and then it will be brought to the Senate floor to be voted on. Club Officers bring their resignation to the Clubs and Organizations and then it will be announced to the Senate.

Any Senator participating in a study abroad program during his or her elected term must submit a letter of resignation to the Executive Board no later than two weeks, after he or she has been accepted to and committed to a study abroad program. The Senate President must bring the letter to the entire Senate for approval at the next Senate meeting immediately following review by the Executive Board.

SECTION 18: Substance Policy

Student Senate Members are subject to demerits, removal from senate, and other sanctions at the discretion of the Executive Board in the case that Senate Members do not act in a manner befitting a Senate Member.

Manner not befitting a Student Senate Members includes but is not limited to:

- Senate Members acting in a manner which compromises their ability to serve as a student leader.
- Being under the influence of controlled substances at SAF sponsored events, except in the case a senate member is of age and the event sanctions the consumption of alcohol (ex. Senior Night).

SECTION 19: Position of Honor

Any officer in the Student Senate who is dismissed or expelled may never again hold a position of honor and trust in the Student Senate.

SECTION 20: Bylaw Amendments

These Bylaws may be amended by a majority vote of those Senators present and voting at any regular Senate meeting provided that one-week prior notification of the proposed amendment(s) are given.

ARTICLE III PARLIAMENTARY AUTHORITY

SECTION 1: Order of Governance

The Roger Williams University Student Senate shall be solely governed by the Constitution and these bylaws. Should a question arise not answered by said documents, Robert's Rules of Orders will be consulted until the Executive Board starts procedures for making a new policy to be approved by the Senate.

SECTION 2: Motions (Listed in Order of Precedence)

Main Motions

Main Motions are requests for actions, ideas for evaluation or resolutions to be considered by the Senate for an official position. It should be stated "I move that..." A motion should be as clear and brief as possible. It should always be stated in the affirmative. Motions must always be written.

The main motion is the basis for all debate and discussion. The Senate should not address any issue without a main motion on the floor. There can be only one main motion on the floor at a time.

Main Motions must be seconded (except for nominations). They are then debated and can be amended. A motion carries if a simple majority votes in favor of it.

A motion may be reconsidered in the same meeting. This is a main motion itself and follows the same precedence of a main motion. Reconsidering allows the Senate to debate and vote on the topic in the original motion again. A motion cannot be reconsidered twice.

A motion may be rescinded at any time. This also is a main motion and must follow the same precedence of motions. Rescinding totally negates the action of the original motion if it passes. Discussion is limited to whether to rescind or not, not the merits of the original motion. A motion to rescind passes with 2/3 majority and may not be rescinded a second time.

To Amend

Changes the wording of the main motion. It is debatable and amendable.

To Refer

Sends the main motion to a specific committee or advisory group. It is debatable and amendable.

To Table

Sets aside the main motion until a specified time or date. It is debatable and amendable (as to the amount of time).

To Limit/Extend Debate

Controls the length of the debate. It is amendable as to the length of time, and is passed by a 2/3 majority. It may be brought at any time during debate, and may limit/extend and motion on the table.

To Withdraw

Removes the main motion from the floor. It is accepted at the discretion of the chair.

To Call the Question

Ends the debate and puts the main motions to a vote. Passed by a 2/3 majority with no abstentions allowed.

To Recess

Interrupts the meeting for a specific purpose for a brief and specific period of time. Accepted at the discretion for the chair.

To Adjourn

Ends the meeting. Passed by a majority vote.

Point of Order

A personal request for information, privilege or to point out an error or problem. The Senator may interrupt the speaker. It is accepted at the discretion of the chair.

To Appeal

Requests the Senate to overturn the previous decision of the chair. It is debatable, and is passed by a 2/3 majority.

SECTION 3: Voting

Unless otherwise noted, a simple majority of those present and voting is needed to pass a motion. Abstentions may be cast, but do not count in the tabulation.

Nominations are voted by ballot. Senators may change their voice and hand votes up until the results have been announced. Ties go to the President to break. The President may abstain. In that case, a tie vote fails.

The President may veto any motion passed by the Senate. He or she must declare their veto to the Senate no later than the next scheduled meeting. The Senate may override a Presidential veto by moving to override. This is a main motion, but requires a 2/3 majority to pass. There can be only one attempt to override a veto.

SECTION 4: Friendly Amendments

Motions may be amended by the use of a "friendly amendment." Any member of the

Senate may rise and ask the President if the maker of a motion would accept a change in it. This change must be supportive of the motion in question, and must not make a substantial change that would alter the intention of the motion. The maker can either accept or reject the proposed change. If the maker rejects the proposed change, the member suggesting the change can propose a formal amendment to the motion. If the maker accepts the change, the changed motion becomes pending.

SECTION 5: Amendments

Amendments may be made on the bill at any time, providing that there are no other amendments on the floor at the time. Amendments do not need to be submitted before the meeting, however, upon submission during a meeting, the amendment must be written down on an Amendment Form and submitted to the Secretary, who will number the amendments.

SECTION 6: Parliamentarian

The Parliamentarian is a non-speaking, non-voting appointee of the Senate. He/she must have or obtain a full and working knowledge of the Senate Constitution and its underlying bylaws. He/she must also have or obtain a working knowledge of Parliamentary Procedure as laid out by Robert's Rules of Order Newly Revised.

The Parliamentarian shall be appointed as outlined by Section II, ARTICLE 4 of these bylaws. At any time, a Senator may raise a motion to remove the Parliamentarian. A two-thirds majority vote is required to pass.

The duties of the Parliamentarian include: Enforcing the Roger Williams University Student Senate Constitution and its underlying bylaws at all Senate meetings, regular and special; ensuring that Parliamentary Procedure is followed properly at meetings of the whole Senate; and, maintaining a list of speakers, to be recognized by the Senate President, in order to keep Senate meetings moving efficiently.

The Student Senate shall recognize the Parliamentarian during roll call. The Parliamentarian shall have the authority to interrupt the meeting at any time by rising to a Point of Order, which shall only be used to enforce the Senate to speak to a motion while he/she is conducting their duties as Parliamentarian.

ARTICLE IV LEGISLATION

SECTION 1: Legislation Form

All legislation of the Student Senate shall be in the form of a bill, which shall be typed and submitted to the Student Senate Secretary at the time of submission.

SECTION 2: Legislation Distribution

The Secretary, or his or her designee, shall be responsible for distributing copies of all bills, except for those undergoing immediate consideration, to each member of the Student Senate within 48 hours of submission.

SECTION 3: Legislation Identification

Upon submission, the Senate Secretary shall assign the bill an identification number. This number shall indicate the session and in which numerical order it was submitted.

Example: The 20th bill introduced in the 2004-2005 session (the 31st term) would bear the number S34-020.

Amendments to a bill shall be assigned the same number of the bill it is amending, with the addition of a letter of the alphabet assigned in the order it was submitted.

Example: The fourth amendment to S31-020 would bear the number S31-020D.

SECTION 4: Legislation Types

A Bill: A specific act of the Student Senate which requires at least two sponsors (or the sponsorship of a committee) and a majority of those Senators present and voting at a Senate meeting.

General Bill: Any official act of the Senate;

Appropriations Bill: A bill authorizing the use of Senate controlled funds for a specific purpose; the bill must also be signed by the Treasurer to insure accuracy;

Approval Bill: A bill approving any nomination or appointment made by the President.

Resolution: A formal expression of opinion of the Student Senate, which requires at least three sponsors (or the sponsorship of a committee) and a two-thirds majority of those Senators present and voting at a meeting.

SECTION 5: Legislation Elements

Each bill must be typed in standard Student Senate form and shall contain the following:

Date of bill submission

Who is submitting and sponsoring it;

A resolved clause needs to include:

What is to be done;

Who is going to do it;

When they are going to do it, and;

If necessary, how much it will cost and where the funds will be drawn from.

SECTION 6: Legislation Introduction

Any Senator(s) may submit a bill during the new business portion of any regular Senate meeting. At this time, the sponsor(s) shall announce the title of the legislation, and read the content of the legislation aloud;

In order for the bill to be submitted, it shall require the second of a non-sponsor;

Upon receiving a second, the bill shall be automatically tabled for a week, submitted to the Secretary, and placed on the agenda in the order in which it was received under unfinished business for the next meeting.

At the meeting one week after the bill or resolutions initial tabling, the President shall announce the bill number and title. A motion must be made to untable the bill for consideration on the floor. Any Senator may move to untable, and the motion must be carried by a simple majority. If the motion fails, the bill shall be placed on the agenda for the next meeting.

Upon untabling, the Senate may begin debate on the bill, with any and all sponsors first having the opportunity to speak on behalf of their bill.

SECTION 7: Immediate Consideration

A sponsor(s) of a bill/resolution may request immediate consideration of the legislation by the Senate, thereby bypassing the automatic tabling. The sponsor is able to provide an explanation of the request at the time of submission. No request for immediate consideration will be considered unless the sponsor(s) can supply each Senator present at the meeting with a copy of the bill, which will be handed out to all Senators upon submission. A request for immediate consideration is not debatable, and requires a two-thirds majority of those Senators present and voting at a regular meeting for passage.

SECTION 8: Presidential Signature

Upon passage of a bill, the Senate Secretary shall create a final draft of the bill to present to the President for his/her signature. This final draft must include all Senate approved amendments and the date of final passage.

All legislation of the Student Senate must bear the signature of the Student Senate President to be enacted. The Senate Secretary shall keep and publish a record of all enacted legislation of the Student Senate.

The President may veto any legislation of the Student Senate within 48 hours, provided that the President provide, in writing, a detailed explanation of the veto to the Senate at the next regular meeting. A President shall execute a veto by withholding his/her signature from the final form of a piece of legislation.

The Student Senate shall have the power to overturn any Presidential Veto. A motion to overturn a Presidential Veto is a main motion and needs the approval of two-thirds of those Senators present and voting at a meeting. There can only be one attempt to overturn a Presidential Veto.

SECTION 9: Executive Board

The Executive Board shall be responsible for ensuring the implementation of all legislation. The Board shall be responsible for:

Directing approved legislation to the appropriate Senate committee to complete steps necessary to implement said legislation;

Distributing copies of resolutions adopted by the Senate to appropriate parties (Example, members of the Administration or the Student Body)

ARTICLE V
Committees and Standing Councils

SECTION 1: Chairmen

The President of the Student Senate shall appoint, through legislation and with the approval of the Senate, all standing committee, ad-hoc committee and standing council chairmen. All standing committee chairmen shall constitute the cabinet.

The duties of a chair shall be:

To Chair all meetings, or designate a chair in his/her absence;

To vote only in the case of a tie;

Act at all times as the official representative of the committee or council and be responsible for all correspondence.

To report to the President.

Keep an accurate record of all business conducted at a meeting, including:

Attendance of members;

Items discussed by the body;

Action taken by the body.

Chairmen of committees and councils serve wholly at the pleasure of the President. If the President chooses to remove one from an appointed position, it must be reported to the Senate by the President in writing no later than the first regular meeting of the Senate following removal.

SECTION 2: Standing Committees of the Student Senate

Finance Committee, which shall:

Develop and maintain a yearly budget process for all clubs and organizations sponsored by the Student Senate;

Appropriate monies to all recognized clubs and organizations;

Advise members of clubs and organizations in financial matters;

Create policies governing expenditures of the Student Activities Fee;

Advise the Senate in matters pertaining to the Student Activities and general finance.

Clubs and Organizations Committee, which shall:

Serve as the liaison between Student Senate and clubs and organizations;

Be responsible for the recognition of all clubs and organizations;

Monitor clubs and organizations for compliance with charter and contract requirements;

Create policies governing clubs and organizations;

Assist in the creation of new clubs and organizations;

Advise the Senate in matters pertaining to clubs and organizations.

Student Affairs Committee, which shall:

Hear and act upon all student grievances brought to the committee;

Coordinate and adjudicate any and all appeals of parking tickets and/or fines;
Act as a liaison for students to all university departments;
Advise the Senate in matters pertaining to student affairs.

Academic Affairs Committee, which shall:

Hear and act upon all academic grievances brought to the committee;
Act as a liaison for students to all university academic deans, schools and departments;
Advise the Senate in matters pertaining to academic affairs.

Public Relations Committee, which shall:

Be responsible for the overall promotion of the Student Senate;
Oversee the Student Senate webpage;
Work with campus media as a way to inform the campus community of the actions of the Senate.

Alumni Affairs Committee, which shall:

Facilitate the creation of events, newsletters, and other forms of communications, which will foster Alumni and current Senate relations;
Implement a traditional Homecoming Event for current and Alumni Senate;
Organize Senate Alumni information in an Alumni Database which will include e-mails, addresses, and other important Alumni information;
Educate the current Senate on its organization's history while continuing to research the Student Senate;
Be a resource to the Student Senate and its committees when researching past precedent and other important historical information;
Update the RWU Student Senate Website with information for Alumni Senators;
Work with the Roger Williams Alumni House;
Complete other tasks which deal with Alumni Affairs.

SECTION 3: Senate Committee Membership

A. Eligibility:

All undergraduate, day division students, as designated by the Office of the Registrar, shall be eligible for membership on any Student Senate committee as long as they meet any and all requirements set forth by this document. All non-Senators shall be bound by the requirements set forth in this document, and violation of any section constitutes grounds for removal from a committee.

B. Committee Appointment:

Each student wishing to join a committee shall obtain and complete an application for membership. All information must be completed in full and submitted to a member of the executive Board. The Executive Board will conduct reasonable inquiry with the appropriate Cabinet member and decide whether to approve or deny the application. Decisions of the Executive Board shall be rendered with all deliberate speed.

C. Accountability:

Upon acceptance to a committee, the student will be held to the same accountability standards as Student Senators. Along with being accountable for all provisions in this document, all student committee members must have at least a 2.25 cumulative Grade Point Average and must not be on either academic or disciplinary probation. Upon applying, the information provided by the student is subjected to verification.

D. Rights of Membership:

Upon acceptance and approval by the Senate, the Student shall have full speaking and voting rights only on the committee to which they have been accepted.

E. Quorum:

Committee quorum will consist of 2/3 of the total membership, including both Student Senators and Student members on the committee.

F. Limits of Membership:

The number of non-Senators shall never exceed the number of voting Senators on a committee.

G. Limits of Non-Senate Members

No non-Senate Member may serve on more than one committee. Non-Senators who have been appointed to committees prior to the adoption of these guidelines may retain their membership on said committees.

H. Member Absences:

If a student committee member is going to be absent from a meeting, they must give the Chairman a twenty-four hour notice unless it is an emergency. If it is an emergency, they must get in touch with the Chairman before the next meeting to explain their absence. Any member that misses a meeting must obtain all the information from the previous meeting before the next meeting. The Chairman can decide whether the absence is justified and if it is found not to be justified, then it will be considered an unexcused absence.

I. Member Lateness:

If a student committee member is going to be late to a meeting (after roll call) then he/she must call the chairman of their committee. If he/she does not call before the meeting, then he/she must explain his/her lateness to the Chairman after the meeting. If the Chairman decides that the lateness is not justified, then it constitutes a demerit. Four demerits count as an unexcused absence from the meeting.

J. Limits of Absences:

Non-Senator committee members are allowed two unexcused absences from committee meetings. Any additional absences will result in expulsion from the committee.

K. Removal:

A student committee member may be removed for not fulfilling his/her responsibilities as a member of the Student Senate and for violating any section of this document, the constitution and/or bylaws of the Student Senate. The President or Committee Chairman can request that someone step down from their position on a committee and that request must be honored by the individual being asked to step down unless the individual appeals the request to the Senate and the Senate upholds the individual's appeal by virtue of a 2/3 vote.

L. Dismissal:

If a student committee member is dismissed or expelled they may never again hold a position of honor and trust with the Student Senate. Therefore, the student cannot hold another committee seat nor seek election for the Student Senate.

SECTION 4: Ad Hoc Committees

Ad-Hoc committees must meet at least twice a month for each calendar month in a semester, with the exception of May, August, December, and January where only one meeting is required.

SECTION 5: Standing Councils

A. Purpose

The Student Senate may have any number of Standing Councils that may serve as advisory bodies to the Student Senate, and shall act in conjunction to the Senate in the execution of its duties to the student body. Standing Councils must aid the Senate in fulfilling those duties enumerated in the constitution, and must not duplicate a function already provided for in the structure of the Senate. In general, a Standing Council should be composed to members of both the Senate and the electorate in order to provide for the broadest range of advice and input to the Senate.

B. Establishment

A standing council must be established through legislation of the Senate, which must receive a two-thirds majority of those Senators present and voting. Any bill establishing a standing council must also include the charter of the proposed council. Councils may also be dissolved through legislation with a two-thirds vote of those Senators present and voting.

C. Charter

Each standing council must have a charter that describes the structure and purpose of the council. The charter must also describe the process by which individuals may join or be appointed to the council. This charter must be approved by the Student Senate, and after shall serve as the governing document for the council. All changes to the charter of a standing council must be approved by the Student Senate.

D. Relationship to Student Senate

Standing councils shall be considered to be a sub-body and part of the overall operation of the Student Senate, but separate and distinct from Senate standing and ad-hoc committees. Councils shall be funded through the student Senate operations budget if needed. The chairman of a council must regularly report to the Senate on the efforts, activities, and actions of their council. The Student Senate shall oversee, regulate and advise the council on matters it deems relevant.

E. Standing Council Membership

The charter of a standing council shall detail the process by which members are chosen for standing councils. In general, the process should be open and fair, and allow the broadest participation by the student body as possible.

ARTICLE VI CLUBS AND ORGANIZATIONS

SECTION 1: Purpose and Scope

The Roger Williams University Student Senate reserves the right to grant Club, Club Sport, or Organization Status to prospective groups through the Clubs and Organizations Committee, following the procedure outlined in the Roger Williams University Student Senate bylaws.

- a. The Roger Williams University Student Senate defines an Organization as a group that targets the general campus population in its scope of activities and programs.
- b. The Roger Williams University Student Senate defines a Club Sport as a group that targets participation in a sport, and is not completely funded by Athletics.
- c. The Roger Williams University Student Senate Defines a Club as a group that targets a specific population in its scope of activities and programs.

SECTION 2: Classifications

Student Senate Clubs, Clubs Sports, and Organizations are classified into five different classes: Class A Clubs, Class B Club Sports, Class C Organizations, Class D Organizations, Class D Organizations, and Class E Organizations.

Class A Clubs are defined as all clubs recognized by the Roger Williams University Student Senate. This category includes all social and academic clubs.

Class B Clubs Sports are defined as all student groups that are not completely funded by Athletics with the primary goal of intercollegiate competitive participation in a sport. This category includes all club sports.

Class C Organizations are defined as all organizations which **do not** receive a percentage of the estimated Full Time Enrollment (FTE). This category includes **the Multicultural Student Union (MSU), Hawks Herald, and WQRI 88.3 FM.**

Class D Organizations are defined as all organizations which receive a percentage of the estimated Full Time Enrollment (FTE). The percentage will be voted on by the Finance

Committee. This category includes **the Inter Class Council (ICC) and the Inter-Residence Hall Association (IRHA)**.

Class E Organizations are defined as all organizations which receive a percentage of the Student Activities Fee. The percentage will be voted on by the Student Senate. This category includes **Campus Entertainment Network (CEN)**.

SECTION 3: Committee Structure

The Clubs and Organizations Committee may be composed of both Senators and Non-Senator Committee Members, so long as membership is regulated by the Student Senate bylaws regarding non-Senator membership on Committees. The Clubs and Organizations Committee is to be Chaired by a Senator, appointed by the Student Senate President and ratified by the full Senate, to be called the Clubs and Organizations Committee Chairman. The Clubs and Organizations Committee Chairman is then to appoint one Senator to each of the following sub-Chairman positions, with the following responsibilities:

Publicity Sub-Chair

Responsible for creating a monthly Club and Organization Flyer that outlines what Clubs and Organizations are doing next month. This Flyer is to be distributed the final week of every month.

Leadership Chair

Responsible for organizing Fall Leadership presentations to be made at each Club President's Meeting.

All Decisions made by the Committee are to be made in the form of a simple majority vote.

SECTION 4: Club Requirements

- A. All Club Presidents are required to attend Club Presidents Meeting which will be held on the first Wednesday in September, November, February, and May.
 1. All Club Presidents and Treasurers are required to attend a Budgeting Meeting which will be held the first Wednesday in March.
 2. All Club Presidents as well as the newly elected Club President for the following year are required to attend the May Club Presidents Meeting
 3. All Clubs are required to submit a monthly report on or before the Club Presidents Meeting.
- B. All Clubs are required to attend Club Officer Training which will take place in September
- C. All Club treasurers are required to attend a Financial Training which will take place at the September Club Officer Training.

- D. All Clubs are required to maintain an @hawks email address. All information regarding clubs will be sent to this email address.
- E. OrgSync.
 - 1. All Clubs are required to maintain a club page on Orgsync
 - 2. All forms pertaining to clubs i.e.: Monthly Reports, Annual Contracts, Club and Organization Constitution, etc, will be submitted through Orgsync.

SECTION 5: To Create a Club or Organization

- A. Complete and Submit a Student Club and Organization Registration Form to the Clubs and Organizations Committee. Pending the approval of the Clubs and Organizations Committee, Trial Status is granted.

- B. Trial Status is an opportunity for a Club or Organization to establish itself on Campus. In order to be granted Full Club or Organization Status a Club or Organization, while on Trial Status, must complete the following requirements:
 - 1. Attend a Club Presidents Meeting and submit a Monthly Report.
 - 2. Set up an information table in the Recreation Center or the Commons for a period of no less than 3 hours.
 - 3. Hold at least two meetings, and keep minutes including attendance and an outline of what was discussed (copies of the minutes must be submitted to the Clubs and Organizations Committee for review at the Full Club Status Hearing).
 - 4. Elect Officers, following the procedure outlines in the Roger Williams University Student Senate Constitution.
 - 5. Meet with Chairman of the Finance committee for financial training. The President and Treasurer of each club or organization must attend financial training.
 - 6. Find and reserve a definite time and location to hold regular meetings.
 - 7. Fill out and submit both the Club Constitution Form and the Annual Contract Form.
 - 8. Appear before the Clubs and Organizations Committee, for a Full Status Hearing, no sooner than four weeks after the date Trial Status was granted and no later than the end of the academic year.
 - i. Requirements 1–7 must be completed prior to this hearing.
 - ii. The Clubs and Organizations Committee reserves the right to approve or deny a Club or Organization Full Status at this hearing.

- C. Following the completion of all requirements and the approval of the Clubs and Organizations Committee, a Club or Organization shall be granted a Charter by the Clubs and Organization's Committee.

SECTION 6: Club or Organization Charter

The Club and Organization Charter is symbolic of the Student Senate officially recognizing and supporting a Club or Organization. Without a charter a Club or Organization must remain inactive and cannot access any funds. As long as a Club or Organization has a charter it takes on all the rights and responsibilities of an officially recognized Roger Williams University Club or Organization.

Club or Organizations Charters will remain in the possession of the Roger Williams Student Senate.

SECTION 7: To Become an Organization

A. For a club to be eligible to apply for organizational trial status the following requirements must be met:

1. Maintain full club status for a period of no shorter than one full academic year,
2. Meet all Senate requirements for a period of no shorter than one full academic year.
3. Have a purpose and scope that distinguishes it from other clubs and makes it deserving of organization status.
4. The decision of whether or not a club meets these requirements is completely at the discretion of the Clubs and Organizations Committee.
5. Once the Clubs and Organizations Committee has voted, by a simple majority vote, to grant eligibility to a club then that club may be placed on organizational trial status by a two-thirds vote of the Clubs and Organizations Committee.
6. Once organization trial status has been granted the trial organization must complete the following requirements and return for a full organization status hearing no sooner than one full semester after organization trial status was granted;
7. Maintain an active membership worthy of the specific organization,
8. Program a number of quality events worthy of an organization,
9. Hold weekly organization meetings,
10. Hold informal meetings between the trial organization's e-board and the e-boards of at least three other organizations for the purpose of networking and discussing issues relevant to being an organization,
11. Have the e-board attend leadership training to be organized by the Clubs and Organizations Committee Leadership Sub-Chair,
12. Create a detailed constitution,
13. Fill out and adhere to an official goal setting sheet,
14. Meet any and all other Senate requirements.

The decision of whether or not a club meets these requirements is completely at the discretion of the Clubs and Organizations Committee.

- B. No sooner than one semester after organization trial status was granted the entire e-board must appear before the Clubs and Organizations Committee for a full organization status hearing. At this hearing the following must be submitted;
1. Minutes from every meeting held while on organization trial status,
 2. A written description of what was discussed at the informal meetings with other e-boards,
 3. A complete list of all members including name, telephone numbers and e-mail addresses,
 4. A copy of the goal setting sheet,
 5. A list and short description of programmed events held while on organization trial status,
 6. A copy of the organization's constitution, signed by the entire e-board and advisor,
 7. A copy of financial records from the organization's trial status period.

If all requirements have been met and all necessary forms have been submitted, the Clubs and Organizations Committee will question the e-board, then move into executive session to discuss and vote on the issue at hand.

Pending a two-thirds vote of the Clubs and Organizations Committee and a majority vote of the Senate full organization status is granted or denied. This decision is completely at the discretion of the Clubs and Organizations Committee. The decision of the committee is to be sent to the same officials listed in ARTICLE 10, Section 2.

The new organization may become active once the chairman of the Clubs and Organizations Committee signs the organization's constitution and activates the organization's charter.

SECTION 8: To Become Club Sport

To become a Club Sport:

A. For a club to be eligible to apply for club sport status they must adhere to the following requirements:

1. Maintain full club status for a period no shorter than one full year,
2. Meet all Senate requirements for a period no shorter than one full year.
3. Have a purpose and scope that distinguishes it from other clubs and fits the standards that separate a club from a club sport:
 - i. Requires a coach rather than an advisor,
 - ii. Have the main purpose of the club to organize a team that is capable of competing against other schools in athletic activity.

iii. Is eligible and approved as a club sport by the Director of Club Sports & the Director of Athletics according to their regulations.

The decision of whether or not a club meets these requirements is completely at the discretion of the Clubs and Organizations Committee.

B. Once the Clubs and Organizations Committee has voted by a two-thirds vote to grant eligibility to a club then that club may be placed on club sport trial status.

C. Once the club sport trial status has been granted by the Clubs and Organizations Committee the trial club sport must complete the following requirements and return for a full club sport status hearing no sooner than four weeks after club sport trial status was granted:

1. Maintain an active membership of more than ten and the membership required to field a team.
2. All members must be full time undergraduate students in order to participate.
3. Meet with the Director of Club Sports to discuss issues regarding club sport status.
4. Submit minutes and notes from all meetings with the Director of Club Sports.
5. Submit a monthly report on the same day as the Club Presidents' meeting, but not necessarily at the meeting, during probationary and full club status while in season.

The decision as to whether or not a club meets these requirements is completely at the discretion of the Clubs and Organizations Committee. The Student Senate shall only recognize and financially support up to six club sports at any one time.

D. Pending a two-thirds vote of the Clubs and Organizations, and clearance by Athletics, the club is granted the Club Sport Status and is eligible to compete in athletic competitions against other schools.

E. If a club sport becomes varsity within three full semesters of becoming a full club sport Athletics must reimburse Student Senate for the costs incurred related to that specific club sport.

F. The Clubs and Organizations Committee has the right to move a club sport back to club status for any reason they deem necessary.

SECTION 9: Annual Club or Organization Contract

All Clubs and Organization's Executive Boards must review in detail the Annual Club or Organization Contract form included in the Clubs and Organizations Handbook. The Club or Organization's President must then sign, on behalf of the entire Executive

Board, the Contract Statement. All Clubs and Organizations must adhere to the stipulations of the Contract, and will be held accountable for any and all violations.

SECTION 10: Club or Organization Constitution

All Clubs and Organizations must complete and sign a Club or Organization Constitution form. All Clubs and Organizations must, at minimum, operate with that as their Constitution.

If a Club or Organization wishes to expand upon their Constitution, it must follow the following procedure:

The Basic Constitution cannot be altered or changed in any manner; The entire constitution, including all additions, must be submitted to the Clubs and Organizations Committee and require the approval of Clubs and Organizations Committee and signature of the Clubs and Organizations chairman in order to be enacted.

SECTION 11: Student Club and Organization Registration Form

The Student Club and Organization Registration Form must include the following: A list of all active members including names and student ID numbers; A list of all Officers including names, student ID numbers, phone numbers and e-mail addresses; The purpose of the Club or Organization; and the signatures of both the primary student contact and the Club or Organization advisor.

A Club or Organization's Charter shall remain inactive until the Student Club and Organization Registration Form has been completed and submitted to the Chairman of the Clubs and Organizations Committee. The Club or Organization is required to submit a Registration Form at the beginning of every school year, in which the Club or Organization was active the previous year, or prior to being granted Full Club Status, including both as a New Club or as a Club or Organization returning from Probationary Status.

SECTION 12: Violations

A. A Student Senate Club can be placed on probationary status if it misses more than one monthly report or more than one club presidents meeting per academic year at the discretion of the Clubs and Organizations Committee. Clubs will be notified when they first miss a meeting or monthly report to ensure they are aware of this violation. When a Club or Organization violates its Contract or Constitution due to inactivity, the Clubs and Organizations Committee reserves the right to revoke that Club or Organization's Charter (without a Charter a Club or Organization is no longer recognized, sanctioned or supported by the Roger Williams University Student Senate), or, to place that Club or Organization on Probationary Status for a period of four weeks.

B. The Clubs and Organizations Committee upon verifying that a Club or Organization is inactive, if the Committee chooses not to immediately revoke its charter, will

immediately place that Club or Organization on Probationary Status. A memo will then be sent to the Club or Organization mailbox. The memo will inform the President of the change in status, explain the committee's rational and direct him/her to come before the Clubs and Organizations Committee at its next regularly scheduled meeting for the purpose of addressing the Club or Organization's inactivity. A copy of this memo will also be sent to the following individuals: for the following purposes;

1. Senate President: for informal purposes.
2. Senate Treasurer: requesting that the Club or Organization's budget be immediately frozen pending further action by the Clubs and Organizations Committee.
3. Director of Student Programs and Leadership: requesting that all rights and privileges of the Club or Organization be suspended pending further action by the Clubs and Organizations Committee.
4. Faculty / Staff Advisor to the Club or Organization: for informal purposes.

C. A Club or Organization on Probationary Status is required to do the following:

1. Attend a President's Meeting and submit a Monthly Report.
2. Hold at least two regular meetings and submit minutes and attendance from those meetings to the Clubs and Organizations Committee Chairman at that Club or Organization's Probation Hearing.
3. Send an Executive Officer to the next regularly scheduled Clubs and Organizations Committee Meeting for a Probation Hearing no sooner than four weeks after the Club or Organization has been notified that it has been placed on Probationary Status.
4. Fill out a Student Club and Organization Registration Form and submit it to the Clubs and Organizations Chairman at the Probation Hearing.
5. Meet any and all other Senate obligations.

D. At the Probation Hearing, a Club or Organization Executive Officer will meet with the Clubs and Organizations Committee to present evidence and testimony that the Club or Organization has been fully active while on Probationary Status and is ready to be given Full Club Status. Having been fully active is defined as having met all requirements. By a majority vote of the Clubs and Organizations Committee the final discussion of the Club or Organization's status can be completed in private session. Otherwise the representatives from the Club or Organization in question can sit in on the Committee's discussion.

E. The Clubs and Organization Committee, in its final discussion, can chose to take any of the following courses of action by a simple majority vote:

1. If deemed that the Club or Organization has satisfactorily demonstrated that it is, and will remain, active the Club or Organization shall be immediately removed from Probation and placed back on Full Club Status. The same officials

listed in ARTICLE 10, Section 2 are to be notified and all previous requests to them reversed. The decision of the Committee to do so at this point is final.

2. If deemed that the Club or Organization has not satisfactorily demonstrated that it is, and will remain active, then the Club or Organization's Charter shall immediately be revoked and the Club or Organization's budget shall immediately be returned to the Senate General Operations Account. The Club or Organization is considered inactive and no longer recognized in any form by the Student Senate. The same officials listed in ARTICLE 10, Section 2 are to be notified of this decision.

3. The Club or Organization has the right to an appeal before the full Senate in regular session. The appeal will be a privileged matter and will be immediately considered by the Senate. An executive Officer must appear before the Senate at its next regularly scheduled meeting following the Clubs and Organizations Committee's decision and is responsible for making his/her own case as to why the Club or Organization is, and will remain, active and should be placed on Full Club Status as opposed to being Inactive. A majority vote of the Senate will determine what course of action is to be taken and the decision of the Senate at this point is final.

SECTION 13: Complaint Procedure

The Clubs and Organizations shall have the authority to hear and act on complaints received against a Club or Organization. When such a complaint is received, the committee shall convene as a hearing board, hold a hearing on the complaint, and will decide on appropriate action on the matter at hand.

A. Jurisdiction of the Committee: The Committee may hold a hearing when a complaint is received against a Student Senate recognized club or organization for the following:

1. Violation of the Club or Organization's Charter, Contract, Constitution or other governing document;
2. Violation of the Constitution or Bylaws of the Student Senate;
3. Misuse of Student Senate, Department of Student Programs and Leadership, or University facilities, resources or funding;
3. Violation of University policies by the Club or Organization as a whole;
4. Any action by a Club or Organization that endangers, harasses or violates the right of any other student and/or Club or Organization.

B. The Clubs and Organization's Committee enacts the following hearing procedures:

1. Submission: Any member of the Student Body, University Faculty or University Administration may submit a complaint either directly to the Clubs and Organizations Chairman, herein referred to as Chairman.
2. Notification: Upon receipt of a complaint, the Chairman shall inform the Committee at their next regularly scheduled meeting. The Chairman will inform

the Committee of the nature of the complaint, but the Committee may not discuss the complaint. Following this meeting, the Chairman will contact the Chief Executive of the Club or Organization in question within twenty four hours and inform him / her of the complaint and ask them to appear before the Committee at its next meeting. The Chairman will also provide the Club or Organization in question with a formal declaration of the complaint.

3. Hearing: The complaint hearing will take place no less than one week following the notification of the committee regarding the complaint. The committee will convene as a hearing board, for which no one but the committee, two representatives of the Club or Organization in question, and the complainant can be present for. The following procedures are to be followed at the Hearing:

i. The chairman will read the complaint, and then ask the complainants to state the reason for their complaint, why they are making it, and the desired outcome. The Club or Organization in question will then respond to the written declaration of complaint provided to them by the Chairman.

ii. The committee will then be allowed to ask questions of both parties. All questions must be germane to the matter at hand. While both parties may respond to questions from the committee, they may not question each other.

iii. Once questions and remarks are concluded, the committee will enter executive session and deliberate on the matter at hand

4. Decision: The committee will discuss the merits of the complaint, and any action to be taken is so desired. The committee may:

i. Take no action

ii. Place the Club or Organization in question on probation

iii. Impose a financial fine and/or freeze budget and allocation privileges for the club or organization in question

iv. Provide an alternative sanction, such as community service

v. Rescind Student Senate recognition for no more than one year.

If a representative of the club or organization in question fails to appear, a decision may be rendered in their absence.

5. Notification of Decision: The Chairman will submit a written declaration of decision by the committee to the following officials within twenty four hours to:

i. The top executive officer of the club or organization in question,

ii. The complainant(s)

iii. The advisor of the club or organization in question

iv. The President of the Student Senate

v. The Advisor of the Student Senate.

C. Conflicts of Interest: Any member of the committee who is a complainant or member of the club or organization in question must reclude themselves of the matter.

D. The Clubs and Organizations Committee enacts the following procedures for an appeal of the decision made by the Clubs and Organizations Committee:

1. Both the complainants or the club or organization in question may appeal the decision of the committee in the following cases:

- i. The party feels that they did not get due process in the hearing,
- ii. That information was withheld during the hearing or came to light after the decision was rendered,
- iii. That the committee's decision was in conflict with university policy, the constitution or bylaws of the student Senate, or is generally inconsistent with past precedent.

2. The appeal must be presented to the Senate no more than 2 calendar weeks from the date of the decision. The appeal will be a privileged matter and will be immediately considered by the Senate. The Senate must first determine if there is cause to hear the appeal consistent with the above stated reasons. If the Senate finds that there is cause, the Senate will take up the matter and hear from all parties involved. Following debate, the Senate may:

- i. Uphold the decision of the committee,
- ii. Impose sanctions if none had been placed on the party by the committee, or
- iii. Lessen the degree of sanctions imposed by the committee.

3. The committee's decision can only be appealed once, and all decisions by the Student Senate are final.

E. The Clubs and Organizations Committee guarantees the following rights to all involved parties:

To the party/parties making the complaint:

1. To a fair and speedy consideration of their complaint,
2. To be present for the hearing if they so choose,
3. To be informed of the committee's decision,
4. To appeal the committee's decision to the Senate,

To the accused party:

1. To be informed of the complaint against them in a timely manner,
2. To present the committee with information or testimony regarding the complaint,
3. To be informed of the committee's decision,
4. To appeal the Committee's decision to the Senate.

SECTION 14: Discrimination Statement

No club or organization may charge membership dues, not affiliated with a national organization, to any of their members. If dues are required by the national organization of which the club or organization is a chapter; the club or organization is not allowed to charge more than the national fee. No club or organization may deny membership to any full-time day division student who fulfills the membership requirements of the respective club or organizations. Any membership requirements must be explicitly detailed, and subsequently accepted, by the Senate in the respective charter and/or constitution.

ARTICLE VII STUDENT ACTIVITIES FEE POLICIES

SECTION 1: Mission of the Finance Committee

The mission of the Finance Committee is to ensure that the Student Activities Fee, herein referred to as SAF, is distributed fairly among all student clubs and organizations, while being spent efficiently. Utilizing the outlined budgetary and allocation systems, the Finance Committee shall have a clear methodology for oversight of club and organization spending without oppressive control of actions and programs.

SECTION 2: Definition of Student Activities Fee

The SAF is a fee levied on Roger Williams University Students as outlined in ARTICLE XI, Section 2 of the Roger Williams University Student Senate Constitution.

SECTION 3: Bodies Governed by SAF

The Student Activities Fee Policies govern all Class A, B, C, D and E clubs and organizations.

SECTION 4: Use of SAF

The SAF shall only be appropriated when it enables a club or organization to be effective and as a result, benefits the student body unless otherwise specifically outlined in these bylaws of the Student Senate Constitution. The Finance Committee shall determine whether or not money is being spent for the effectiveness of a club or organization.

All Clubs and Organization spending must be approved by the Student Senate Treasurer and a representative of the Department of Student Programs and Leadership.

No SAF funds shall be used for activities that do not directly benefit the club, organization or Roger Williams University as a whole.

No SAF funds shall be used to reimburse clubs or organizations for funds spent unless it is a reimbursement for money previously allocated.

In the instance of misrepresentation of an activity or event by a club or organization or their designated representative, the Finance Committee reserves the right to pull back funds from said activity or event.

SECTION 5: Student Senate Spending

The Student Senate shall utilize its budget as it deems appropriate providing expenditures adhere to all policies set forth by the Constitution of the Roger Williams University Student Senate and its bylaws, all University regulations and all state and federal laws.

Spending by the Student Senate shall end on the first Monday in May. Club and organization budgets, with the exception of limited discretionary accounts, shall be transferred in the Senate Operations account on the second Monday after the end of the spring semester.

SECTION 6: Rollover

Rollover pertains to all monies remaining in the Student Senate account at the end of each fiscal year, herein referred to as the surplus.

At the end of each fiscal year 50% of the surplus shall roll over into the next year's Student Senate budget, to be used at the discretion of the Student Senate, following all established guidelines.

The remaining 50% of the surplus shall be put into an endowment. The interest on this account may be spent at any time following the due process of the Student Senate. The principle amount cannot be utilized unless the following conditions are met:

The money is not being spent on the day-to-day financing of the Student Senate and its activities (i.e. for club budgets, Senate operations, etc.).

A proposal must be submitted in writing to the Student Senate, its advisors, the University President, and students one week prior to the motion being brought to the floor. A motion concerning the proposed spending will then be brought to the floor, tabled for one week and then brought back to the floor for discussion and voting. A two-thirds majority vote of the voting members present at the Senate meeting must be met in order for the approval of the proposal.

Notification of the Senate advisors, the University President and students shall be solely for informational purposes. The Student Senate shall have the final determination on whether the money is spent, provided the proposal adheres to the Constitution of the Student Senate and its bylaws, all University regulations and all state and federal laws.

SECTION 7: Allocation Requests

All Student Senate recognized clubs and organizations are required to appear before the Finance Committee for allocation and reallocation requests. In the event of an emergency, the Chairman of the Finance Committee may give permission for the club or organization to instead appear before the Student Senate to request an allocation of funds.

The person or persons who appear before the Finance Committee on behalf of a club or organization to request an allocation or reallocation are considered to be the official representative(s) of said club or organization. Misrepresentation, deliberate or accidental, of an activity or event on the part of the representative may result in the non-funding of said activity or event.

All allocation and reallocation requests are done on a line-item basis.

When a conflict of interest arises on an allocation or reallocation such that a majority of the Finance Committee is unable to ethically vote upon an allocation and/ or reallocation, the matter shall be brought before the entire Student Senate for consideration.

All allocations and reallocations of \$500 or less will be considered during the meeting at which the request is presented. Allocation and reallocation requests exceeding \$500 will be automatically tabled for one week. In the event of time sensitive material, the allocation or reallocation may be voted on at the discretion of the Finance Committee.

Allocation and reallocation requests must adhere to the following guidelines:
Only allocation requests submitted on the Senate Allocation Request Form will be considered unless the Chairman of the Finance Committee grants permission to use an alternate form.

Only reallocation requests submitted on the Senate Allocation Request Form will be considered unless the Chairman of Finance Committee grants permission to use an alternate form

All allocation and reallocation requests must be turned in to the Chairman of the Finance Committee during the Finance Committee Meeting.

All allocation and reallocation requests must be well researched and quote prices from Roger Williams University approved vendors.

Supporting materials, such as price quotes and event dates and requirements, must accompany all allocation and reallocation requests on official company, conference, event or Website letterhead.

SECTION 8: Extraneous Funds

If a club or organization does not use the entire amount allocated for a particular purpose of event, all excess money shall be automatically pulled back into the Finance Committee account of the Student Senate budget.

SECTION 9: Emergency Request for Funding

If emergency funding of \$100.00 or less is required for an event the President of a club or organization or his or her designee shall contact the Chair of the Finance Committee to request an approval of the emergency allocation. The Chair of the Finance Committee shall notify the Student Senate Treasurer within two business days of said approval.

If emergency funding greater than \$100.00 is needed the President of a club or organization or his or her designee shall contact the Chairman of the Finance who will call an emergency meeting of the Finance Committee. A minimum notification of three business days is required before the emergency meeting can take place.

SECTION 10: Time Requirements

All class A clubs shall be required to bring allocation requests to the Finance Committee a minimum of three weeks prior to the club's first obligation in reference to the event; be it payment or the event itself. This does not replace or amend the previous article, and is only applicable to standard allocation requests.

SECTION 11: Food

The Finance Committee will fund food where it proves to be an integral part of the foundation of an event or activity. Food as a supplement to a program will be funded at the discretion of the Finance Committee. The SAF is not to be utilized for food for meetings or club and/or organization dinners.

SECTION 12: Donations

Donations to charities will only be allotted to organizations and events affiliated with Roger Williams University. No money shall be donated to events or organizations not affiliated with the University of Senate. The Finance Committee must approve all donations to charities by a club or organization.

SECTION 13: Trips

Funding for one advisor and an appropriate number of members for trips will be approved at the discretion of the Finance Committee. The Finance Committee will not fund travel or expenditures unrelated to the trip such as food, sightseeing, extraneous transportation, recreational travel, souvenirs, etc.

SECTION 14: Conferences

A. The Finance Committee will fund up to two competitions or conferences for Class A clubs per year. Class A clubs are permitted to attend more than two competitions or conferences per year using funds contained in discretionary accounts, acquired through fundraising, or provided by means other than the Student Activity Fee.

B. Competitions shall be regarded in the following manner:

The difference between a conference and a competition is the nature of a competition is not primarily educational and requires participants to utilize skills and talents in an adversarial environment.

The Finance Committee shall fund the number of students it deems appropriate and necessary for each individual competition.

C. Conferences shall be regarded in the following manner:

The Finance Committee will fund only full time, day division students to attend a conference.

The Finance Committee will not fund students who have completed the first semester of their final year at Roger Williams University to attend a conference.

Within two calendar weeks from the return from a conference, all clubs or organizations shall be required to give a presentation to the full Student Senate demonstrating the material garnered from each conference and plans to implement this new information. In addition, all clubs and organizations must turn in a copy of the conference feedback form to the Chairman of the Finance Committee within two weeks of the return from the conference. Failure to adhere to this policy may result in non-funding of future conferences.

D. Class delineation as per Clubs and Organizations guidelines:

Class A Clubs

The Finance Committee will fund up to four members and one advisor to attend a conference. This will include travel to and from the conference, costs charged by the conference, and hotel accommodations. The Finance Committee will not fund travel or expenditures unrelated to the trip such as sightseeing, extraneous transportation, recreational travel, souvenirs, etc. The Finance Committee shall fund each student a stipend of \$10.00 per meal for all meals not covered in the registration costs of a conference. All funds shall be delineated through the advisor who is attending a conference. However, no alcoholic beverages may be purchased utilizing the meal stipend. All funds allocated to clubs for food cannot be re-allocated to any other line items. Further, all unused monies are expected to be turned in to the Treasurer of the Student Senate within two business days after the return from the conference along with all receipts for food purchased.

Class B Club Sports

In general, the Finance Committee shall not fund Class B Clubs Sports to attend a conference. Exceptions to this policy will be granted at the discretion of the Finance Committee. An exception will only be granted if a club or organization can demonstrate sound justification for said conference being granted.

Organizations

The Finance Committee will fund up to 10 students to attend a conference. This may include travel to and from the conference, costs charged by the conference, and hotel accommodations. The Finance Committee will not fund travel or expenditures unrelated to the trip such as sightseeing, extraneous transportation, recreational travel, souvenirs, etc. The Finance Committee shall fund each student a stipend of \$10.00 per meal for all meals not covered in the registration costs of a conference. All funds shall be delineated through the advisor who is attending a conference. However, no alcoholic beverages may be purchased utilizing the meal stipend. All funds allocated to clubs for food cannot be re-allocated to any other line items. Further, all unused monies are

expected to be turned in to the Treasurer of the Student Senate within two business days after the return from the conference along with all receipts for food purchased.

SECTION 15: Personal Items

The Finance Committee shall only fund uniforms for clubs and organizations as it proves necessary. However, the Finance Committee shall not fund personal items such as tee-shirts, sweatshirts, etc. Clubs and Organizations are encouraged to fundraise to purchase said items.

SECTION 16: Limited Discretionary Accounts

Class A Clubs

Shall have a limited discretionary account created by the Student Senate Treasurer. Must have all expenditures from the discretionary account approved by their advisor and the Student Senate Treasurer.

Are eligible to fundraise in accordance with the Fundraising Policies of the Roger Williams University Student Senate and the Department of Student Programs and Leadership.

All funds collected from fundraisers must be documented and deposited into the limited discretionary account within two business days.

All funds remaining in a limited discretionary account at the end of the fiscal year will roll over to the next fiscal year.

If the club or organization is declared to be inactive the balance of the limited discretionary account shall return to \$0.

Class B Clubs Sports

Must adhere to all fundraising and discretionary policies set forth by the Department of Athletics and the Department of Student Programs and Leadership.

Class C and D Organizations

Shall have a limited discretionary account created by the Student Senate Treasurer. Must have all expenditures from the discretionary account approved by their advisor and the Student Senate Treasurer.

Are eligible to fundraise in accordance with the Fundraising Policies of the Roger Williams University Student Senate and the Department of Student Programs and Leadership.

All funds collected from fundraisers must be documented and deposited into the limited discretionary account within two business days.

All funds remaining in a limited discretionary account at the end of the fiscal year will roll over to the next fiscal year.

If the club or organization is declared to be inactive the balance of the limited discretionary account shall return to \$0.

Class E Organizations

Will not have a discretionary account established for them.
Shall fundraise as they deem appropriate and necessary. However, no funds shall carry over from one fiscal year to the next fiscal year.

SECTION 17: Negative Limited Discretionary Balances

Clubs and Organizations that have a negative balance in their discretionary funds must bring balances back into the positive. This may be done in the following ways:

Clubs and Organizations that have a negative balance of \$200 or less:

Options to bring clubs and organizations back into the positive:

The club or organization may pay the deficit from among the funds of its members;

The club or organization may raise the money through use of fundraisers;

Clubs and organizations may choose a combination of the above options.

Clubs and organizations must rectify the deficit within six weeks of notification. Those clubs and organizations that remain in the negative after six weeks must drop into category "B" below.

Clubs and Organizations that have a negative balance greater than \$200.00:

Such Club or Organization will have their funds automatically frozen by the Finance Committee until the Club or Organization is able to correct the negative balance.

The President and Treasurer of the Club or Organization must appear before the Finance Committee to explain the negative balance and the steps which will be taken to rectify it.

Options to bring clubs and organizations back into the positive:

The club or organization may pay the deficit from among the funds of its members;

The club or organization may raise the money through use of fundraisers;

Clubs and organizations may choose a combination of the above options.

Clubs and Organizations have six weeks to rectify the deficit before their budget is automatically withdrawn and a recommendation issued to the Clubs and Organizations Committee of the Student Senate that the Club or Organization be placed on probation. If the account of a Club or Organization is in the negative at the time when budgets are considered for the next fiscal year, there will be no budget allocated to the Club or Organization for the next fiscal year.

If a Club or Organization that has been notified of a negative balance of more than \$200.00 overspends again during the same fiscal year, the Club or Organization will have their budget automatically withdrawn and a recommendation issued to the Clubs and Organizations Committee of the Student Senate that the Club or Organization be placed on probation.

SECTION 18: Fundraising

The intent of a fundraising venture is to allow clubs and organizations the opportunity to raise additional funds in addition to their Student Senate budget and allocations. To that end, the Finance Committee will allocate Class A Clubs a maximum of \$250 toward fundraising supplies and Class C and D Organizations a maximum of \$500 toward

fundraising supplies. However, after the completion of the fundraiser, each club or organization is expected to pay back the initial amount invested by the Finance Committee within two business days. Any extraneous amounts will be deposited in the Club or Organization's limited discretionary account. If a Club or Organization does not make a profit on the venture, the Finance Committee will reimburse itself from the balance of the Club or Organization's limited discretionary account.

SECTION 19: Budgetary System

All budget proposals must be well researched and quote prices from Roger Williams University approved vendors.

All budget proposals must be detailed and explain the specific needs of an event, program or activity.

Supporting materials, such as price quotes and event dates and requirements, must accompany all allocation requests on official company, conference, event or Website letterhead.

The annual budgeting process shall be done in the following manner:

Submission of a Budget Proposal

Budget proposals may be submitted to the Department of Student Programs and Leadership no earlier than the first Wednesday in March.

If the budget due date falls on spring break, budgets will be due the Friday before spring break.

The final date for submission is the third Wednesday in March by 5pm.

Budgets may only be submitted to the Department of Student Programs and Leadership.

Late budget proposals will not be accepted for any reason

All clubs and organizations will have the opportunity to sign up for a time to explain and defend their budget proposal to the Finance Committee. Clubs and organizations are not required to speak before the Finance Committee. However, this is very strongly encouraged.

The person or persons who appear before the Finance Committee on behalf of a club or organization to explain and defend the budget proposal are considered to be the official representative(s) of said club or organization. Misrepresentation, deliberate or accidental, of an activity or event on the part of the representative may result in the non-funding of activities or events.

Budget proposals will be considered in the following order:

Class D Organizations

Class C Organizations

Class B Club Sports

Class A Clubs

All budget proposals will be evaluated on a line item basis.

Decision

Once all budget proposals have been reviewed and voted upon, the Finance Committee will submit all budget approvals to the Senate Treasurer for incorporation into the annual Student Senate Budget.

The Treasurer then submits the full budget to the Student Senate for approval.

Notification

All clubs and organizations will be notified no later than the third Monday in April of their preliminary budget allocation for the subsequent fiscal year.

The preliminary budget will be distributed to each club or organization's mailbox along with a letter explaining all denied budget requests.

Appeals

An appeal of a line item in a budget proposal or an entire budget proposal may be made to the full Senate one calendar week after the distribution of preliminary budget proposals.

Appeals may only be considered on the grounds of due process.

SECTION 20: Additional Policies Governing Class B Club Sports

The Director of Club Sports will work with the Student Senate and the Department of Student Programs and Leadership to develop the following aspects of the club sport programs for legal, liability and safety concerns with regards to the budget, use of funds, operations and compliance with policies and regulations:

Coaching Staff

Training

Insurance

Transportation

Policy and Regulation development

Facility/Field Assignments

Fundraising Guidelines

Safety and Medical Policies

All Class B Club Sports will be required to turn in a detailed budget proposal, modified and approved by the Director of Club Sports by the third Wednesday in March. Based on the total dollar amount requested by all Class B Club Sports, the Finance Committee will allocate a lump sum to the Director of Club Sports during the budgeting process. The Director of Club Sports will then set up accounts for each Class B Club Sports and appropriate funds accordingly. Class B Club Sports will not be eligible for additional Student Activity Fee funds throughout the year.

The Director of Club Sports is eligible to file an appeal before the end of the semester in which the budget in question was allocated.

The Director of Club Sports will submit monthly budget statements to the Treasurer of the Student Senate in order to maintain reasonable accountability and oversight.

In the event that a Club Sport attains Varsity Sport status or no longer fits the definition of a Club Sport as outlined by the Clubs and Organizations Committee and Department of Student Programs and Leadership, the Director of Club Sports will cease funding of that group immediately.

SECTION 21: Additional Budget Policies Governing Class C Organizations

Class C Organizations shall utilize their budget as they deem appropriate providing all the expenditures adhere to the policies set forth by the Constitution of the Roger Williams University Student Senate and its bylaws, all University regulations and all state and federal laws.

The Treasurer of the Organization will submit their operating budget at the beginning of the year to the Treasurer of the Student Senate in order to maintain reasonable accountability and oversight. The Student Senate Treasurer must sign off on all paperwork prior to spending. Class C organizations have the ability to create and move line items within their own budget. The Student Senate Treasurer and the Department of Student Programs and Leadership must be notified of all line item changes.

SECTION 22: Additional Budget Policies Governing Class D Organizations

Class D Organizations shall utilize their budget as they deem appropriate providing all the expenditures adhere to all policies set forth by the Constitution of the Roger Williams University Student Senate and its by-laws, all University regulations and all state and federal laws.

The treasurer of the Organization will submit their operating budget at the beginning of the year to the Treasurer of the Student Senate in order to maintain reasonable accountability and oversight. All paperwork must be signed off by the Treasurer of the Student Senate prior to spending. Class D organizations have the ability to move line items within their own budget. The Student Senate Treasurer and the Department of Student Programs and Leadership be notified of all line item changes.

Budget proposals shall be submitted to the Finance Committee of the Roger Williams University Student Senate by the third Wednesday in March by 5 p.m. This proposal shall include information including but not limited to previous expenditures, anticipated expenditures for the next year, and any other pertinent

information requested by the Treasurer in conjunction with the Finance Committee.

The Inter Class Council (ICC) is eligible to receive between 9% and 11% of the estimated FTW. The percentage will be voted on by the Finance Committee.

The Inter-Residence Hall Association (IRHA) is eligible to receive between 3% and 5% of the estimated FTE. The percentage will be voted on by the Finance Committee.

These budgets will then dovetail with other clubs and organizations for passage of budgets before the close of the budgeting season.

SECTION 23: Additional Budget Policies Governing Class E Organizations

Class E Organizations shall utilize their budget as they deem appropriate providing all expenditures adhere to all policies set forth by the Constitution of the Roger Williams University Student Senate and its bylaws, all University regulations and all state and federal laws.

The Treasurer of the Campus Entertainment Network will submit monthly budget statements to the Treasurer of the Student Senate in order to maintain reasonable accountability and oversight.

The Campus Entertainment Network is eligible to receive 47% to 49% of the total SAF collected during the fiscal year. The Campus Entertainment Network shall obtain its budget with the passage of the Student Senate Budget.

Budget proposals shall be submitted to the Finance Committee of the Roger Williams University Student Senate by the third Wednesday in March by 5 p.m. This proposal shall include information including but not limited to previous expenditures, anticipated expenditures for the next year, and any other pertinent information requested by the Treasurer in conjunction with the Finance Committee

The Campus Entertainment network will present a budget the Monday after other Club and Organization Budgets are due. Their proposal shall include information including but not limited to previous expenditures, anticipated expenditures for the next year, and any other pertinent information requested by the Treasurer in conjunction with the Finance Committee. Their proposal shall include information including but not limited to previous expenditures, anticipated expenditures for the next year, and any other pertinent information requested by the Treasurer in conjunction with the Finance Committee.

The Treasurer and the Finance Committee will submit a recommendation or separate recommendations to the General Senate concerning the Campus Entertainment Network's budget. This recommendation will be in the form of a Bill for immediate consideration, and shall be introduced one senate meeting after the aforementioned budget presentation.

The budget of the Campus Entertainment Network will then dovetail with other clubs and organizations for passage of budgets before the close of the budgeting season in accordance with ARTICLE 19, Section III, Sub-section A.

SECTION 24: Effective Date

These amended Bylaws will go into effect for the 2007-2008 budgeting process.

ARTICLE VIII ELECTIONS

SECTION 1: Voter Eligibility

All undergraduate Day Division students of Roger Williams University shall be eligible to vote in student elections, referendums, and in student organizations. Such students shall be referred to as qualified students.

SECTION 2: Term Limits

There shall be no limit to the number of terms a Senator may hold.

SECTION 3: Campaign Restrictions

There is to be no campaigning (physical or verbal) within 100 feet of the voting booths on election day. Anyone not complying with this will be immediately disqualified.

SECTION 4: Election Challenges

Challenges made to the election must be based on irregularities and are subject to approval by a majority vote of those Senators present and voting at any regular Senate meeting. Such challenges must be received within one (1) week following the elections. In the event of a tie, a special run-off election shall be held within two (2) weeks.

SECTION 5: Vacant Seats

In the event that sixteen positions are not filled in the spring elections, the Senate holds a special internal election to fill the remaining seats by the fourth Monday in September. The remaining for seats within the senate will be reserved for freshman and transfer students during the fall elections.

In the event that there are vacancies within the class officers, one vacancy within a class will be appointed by the class president, approved by the Student Senate President and ratified by the Senate. If more than one vacancy exists within a class, then the Elections Committee must call a special election within one month of the vacancies.

SECTION 6: Oath of Office

The newly elected President shall be sworn in by either the outgoing President or by the ranking Senator of the previous term. Senators shall be sworn in by the President of the Senate. The oath shall be stated as follows:

"I, (name), do hereby accept the duties and responsibilities of the office of (the office) the Student Senate and swear to uphold the Constitution and Bylaws of the Roger Williams University Student Senate."

SECTION 7: Elections Committee

A. There will be an Elections Committee which shall administer external elections including the general elections of the Student Senators and class officers as well as the

popular elections of the President. The Elections Committee shall take no part with any internal elections held. The committee for the fall elections will be formed at the first meeting of the new Senate in the fall semester. The committee for the spring elections will be created at the first meeting of the new senate in the fall semester. The committee will be dissolved after each election result is reported to the Senate at the following Monday meeting of the election.

B. The Elections Committee will consist of the parliamentarian who shall act as Chairman. The chairman of the Public Relations committee shall serve as a member. The Senate President will nominate one final Senator to the committee which must be ratified by the Senate. There will also be two non-Senators on the committee. During the fall elections two members of ICC will be on the committee. During the spring elections, the two Senior Class Officers of ICC will be on the committee. Elections committee members running for office will not be allowed to tally votes.

C. The Elections Committee shall have the following duties

1. Make candidacy forms available to all interested parties. The committee shall collect and validate these forms.
2. Administer elections and tally the votes. The committee shall individually contact the candidates about the results.
3. Monitor the spending guidelines established by the Senate By-Laws.
4. Establish any other guidelines necessary for future elections.
5. The Elections Committee shall have the authority to expel or otherwise sanction candidates in any election who do not comply with the Student Senate Constitution, By-Laws or Elections Committee guidelines and policies.

D. Any senator who is not returning, whether graduating, or not running in the election, must assist with the election process by contributing no less than one hour to the collection of votes and no less than one hour to the tabulation of ballot results.

SECTION 8: Campaign Spending

There shall be a campaign spending limit of \$75 per candidate. The Elections Committee shall be charged with monitoring all campaign spending by the candidates and shall require receipts for all expenditures. The Elections Committee shall consider all complaints against the validity of a candidate's spending and shall have the right to expel a candidate from the election for a violation of the spending rules. Each student running in the election shall be given \$15 for copying costs by the Student Senate. This amount shall be included in the total of \$75 allotted for spending. The remaining \$60 will be left to personal spending.

SECTION 9: Club and Organization Endorsement

Clubs and Organizations may endorse candidates but may not spend money or allot resources on any campaigns. Faculty, Staff and Senate may no endorse candidates.

Organizations must personally notify the Elections Committee of any endorsements of candidates. Organizations may endorse a candidate by a majority vote of their officers.

SECTION 10: Club and Organization Officers

The club and organization election deadline should coincide with the Senate and Class Officer election.

Election Timetable – No later than the last week in April

Senate & Class Officer Election Forum

Senate & Class Officer Elections

Deadline for Club & Organization new officer elections. New officer lists should be turned into Senate by this date.

Training Schedule – First Wednesday in May

First President's Meeting – All newly elected executive boards will be invited. A workshop will be presented on leadership expectations and defining individual roles within an organization. Pertinent information will be discussed, ie. club and organization handbooks, guidelines, resources, etc. Along with initial information this will also be a reception and congratulations of sorts for the newly or re-elected officers, a time for them to meet one another.

Elected officers will be informed of the reception and made aware that they are expected to attend.

SECTION 11: Club and Organization Officer Oath

Club and organizations officers will be sworn in at the Senate induction ceremony by the President of the Student Senate. The oath shall be stated as follows:

"I, (name), do hereby accept the duties and responsibilities of the office of (the office), and swear to uphold the charter of my organization and abide by the rules set forth by the Roger Williams University Student Senate."

ARTICLE IX

SENATE LEADERSHIP DEVELOPMENT

SECTION 1: Retreats

The Senate shall hold two retreats per year, one during the summer break and the second no later than 3 weeks after the beginning of the Spring Semester.

SECTION 2: Ad-hoc Retreat Committee

The Senate shall create an ad-hoc Retreat Committee no later than the second week in October. The committee will be chaired by the Senate Vice-President and shall have no less than 2 voting Senate members and 2 members from any organization that wishes to participate, all with voting privileges. Said committee will be responsible for:

Planning and execution of Retreat

Outreach to other organizations interested

Maintaining all records collected during retreat and planning process

Reporting back to the Senate with progress on and an overall evaluation of the retreat.

The committee will be dissolved 1 month after the retreat.

SECTION 3: Summer Retreat

For the summer retreat, the outgoing Vice-President will be the chair of the ad-hoc Retreat Committee, created during the first caucus of the new Senate. Committee membership will consist of no less than 3 Senate members, with one Senate member being the incoming Vice-President when so elected. The committee shall be charged with the following responsibilities:

Planning and execution of the Retreat

Maintaining all records collected during the planning process and actual retreat

Reporting back to the Senate with progress on and an overall evaluation of the retreat

The committee will be dissolved 3 weeks after the first regular Senate meeting in September.

SECTION 4: Due Notification

Senators shall be given at least 2 months notice before any retreat to allow for time to be cleared. Any Senator not able to attend must notify the Secretary at least 1 month prior to the retreat. An unexcused absence from a retreat constitutes two unexcused absences.