

# **CONSTITUTION OF THE REDEEMER UNIVERSITY COLLEGE**

## **STUDENT SENATE**

Revised and Updated January 2011

### **ARTICLE 1: NAME**

- 1.1 The name of this body shall be the Redeemer University College Student Senate. It shall hereby be referred to as the Student Senate or the Senate.

### **ARTICLE 2: PREAMBLE**

- 2.1 The Redeemer University College Student Senate strives to glorify God through all its actions, seeking to advance His kingdom and to promote this spirit of service within the student body.
- 2.2 The Senate represents the student body. With this in mind, the Student Senate seeks to ensure that all members of the college community remain responsive to student needs and interests. As well, the Student Senate seeks to stimulate school spirit and participation within the student body.
- 2.3 The Student Senate will strive to work towards mutual co-operation with the President and the Dean of Students. Together we will serve as a means to foster and nurture all aspects of student life in supporting the confessional direction of Redeemer University College as outlined in the Redeemer University College Statement of Beliefs and Principles.
- 2.4 In its leadership position, the Student Senate derives its authority from the student body and thus is primarily responsible to it for its actions. As well, recognizing the authority of the President of Redeemer University College, the Student Senate will make every effort to work harmoniously with the Administration.

### **ARTICLE 3: MEMBERS**

- 3.1 The membership of the Senate shall consist of the duly elected members, six of which shall be executive members (President, Vice-President of Student Affairs, Vice-President of Finance, Vice-President of Communication, Activities Chair, and the Spiritual Activities and Services Chair), (as well as three First Year General Senators who shall be appointed from within the first-year class)
- 3.2 The student body shall elect the six members of the executive by mid-March, and shall elect the Senate members from the returning classes shortly after the executive elections. The first-year Senate members shall be appointed in early-September to serve that year.
  - 3.3.1 All full-time Redeemer University College students are eligible for election to the Senate.
  - 3.3.2 The President must be entering his or her third, fourth, or fifth year when taking office.

- 3.3.3** All members of the Executive must have been enrolled in a full time course load at Redeemer for an entire academic year before taking office.
- 3.3.4** Senate members elected in the regular spring elections shall take office the day after the last exam of the second semester.
- 3.3.5** The Senate members appointed at other times of the year shall cease to be in office on the same date as the rest of the Senate.
- 3.3.6** The newly elected or appointed Senate members shall attend the current Senate meetings.
- 3.3.7** All Senate executive members need to be in good academic standing with a minimum CGPA of 6.00. All Senate non-executive members need a minimum CGPA of 5.00.

#### **ARTICLE 4: MEETINGS**

- 4.1** The Student Senate shall meet at least once preceding the commencement of the academic year and meet once a week during the academic year.
- 4.2** Meetings shall be publicly announced in advance and shall be open to all members of the college community.

#### **ARTICLE 5: COMMITTEES**

- 5.1.1** The Student Senate shall establish various committees as required. The standing committees of the Senate are those named in the By-laws to this constitution. The Senate shall appoint other ad hoc committees as they become necessary.
- 5.1.2** All students are eligible for membership on Student Senate committees. Any member of the Redeemer community, including him or herself, may nominate a student. All committee appointments are subject to approval by the Student Senate.
- 5.1.3** All committees of the Student Senate shall regularly present reports to the Senate regarding all their activities.
- 5.2.1** Student appointments to any Redeemer committee outside of the Senate shall be endorsed by the Senate President after confirmation with the rest of the Senate and with the guidance of the Dean of Students.
- 5.2.2** All students on Redeemer committees representing the student body and chosen by the Student Senate shall communicate with the Senate Vice-President regularly.

#### **ARTICLE 6: AMENDMENT**

- 6.1** Proposed amendments to this constitution may be considered by the Student Senate, provided notice has been given at a previous regular meeting.
- 6.2** Amendments approved by a two-thirds vote of the Student Senate shall be put to a vote by the student body. A two-thirds majority of the voting student body shall be required to enact the amendment.
- 6.3** The By-laws appended to this constitution may be amended by a two-thirds vote of the Student Senate, provided notice of the proposed change was given at the previous meeting. As well, notice of the proposed amendment shall be given to the student body and a reasonable length of time be given for response from the student body.
- 6.4** Amendments to the Constitution or its By-Laws shall be drafted containing a date of effect clause. The date of effect clause shall stipulate upon what day, month and year the proposed amendments shall take effect.

# **BY-LAWS OF THE REDEEMER UNIVERSITY COLLEGE** **STUDENT SENATE**

Revised and Updated October 2011

## **ARTICLE I: COMPOSITION; QUALIFICATIONS; IMPEACHMENT POWER**

### ***Section 1*      Senate Membership**

The Student Senate shall be composed of the President, Vice-President of Student Affairs, Vice-President of Finance, Vice-President of Communication, Spiritual Activities and Services Chair, Activities Chair, four General Senators, and three First Year General Senators.

### ***Section 2*      Senator Qualifications and Responsibilities**

#### **President**

- a) The President shall serve as the chairperson and chief executive officer of the Student Senate
- b) President shall oversee all activities planned by the Student Senate.
- c) The President shall act on behalf of the student body as its representative in official capacities.
- d) The President shall provide leadership and direction toward progress in the improvement and maintenance of school spirit and activities.
- e) The President, along with Vice-President of Student Affairs, shall meet with the Dean of Students a minimum of once a week.
- f) The President shall meet with the College President a minimum of once a semester.
- g) The President shall have financial signing authority with the Senate Vice-President of Finance.
- h) The President shall organize and moderate the Budget Open Forum.
- i) The President shall serve as a resource person on the Board of Governors and as a member of the Student Affairs Committee of the Board of Governors.
- j) The President shall serve on the college Discipline Committee and other committees as requested by the College President's office.
- k) The President shall represent the Student Senate on Redeemer's Budget Planning Committee.
- l) The President shall serve as an *ex-officio* member of all Senate standing and ad-hoc committees.
- m) The President shall keep record of all his or her activities for the reference of future Presidents.

### **Vice-President of Student Affairs**

- a) The Vice-President of Student Affairs shall support the President in providing leadership and direction and, in the event of a vacancy in the office of President, shall preside over the Student Senate until a replacement is elected within thirty days.
- b) The Vice-President of Student Affairs shall actively seek-out, receive, and bring to Senate, Administration, and Faculty students' concerns.
- c) The Vice-President of Student Affairs shall be responsible for organizing the various elections. If the Vice-President of Student Affairs is running for Senate again, they are responsible to find a capable senator to coordinate the elections.
- d) The Vice-President of Student Affairs shall organize a minimum of one Student Panel Discussion per semester. The Panel Discussions should focus on student concerns and visions for the university.
- e) The Vice-President of Student Affairs, along with the President, shall meet with the Dean of Students a minimum of once a week.
- f) The Vice-President of Student Affairs shall serve on any committees requested by the College President's office.
- g) The Vice-President of Student Affairs shall chair the Student Senate Student Affairs Committee.
- h) The Vice-President of Student Affairs shall maintain close contact with the Senate representatives to the various university committees.
- i) The Vice-President of Student Affairs shall negotiate and oversee the transportation contracts and services of Senate.
- j) The Vice-President of Student Affairs shall keep record of all his or her activities for the reference of future Vice-Presidents of Student Affairs.

### **Vice-President of Finance**

- a) The Vice-President of Finance shall supervise and manage all the Student Senate financial books and affairs.
- b) The Vice-President of Finance shall prepare a budget for the Student Senate for all revenues and expenditures, including club budgets. The Vice-President of Finance shall run, along with the two Clubs Coordinators, a Club Preparation Seminar for all Club leaders prior to the annual Senate Budget Meeting.
- c) The Vice-President of Finance shall provide quarterly financial reports along with an annual report at the end of the academic year to be distributed amongst Student Senate and to be posted for the student body with the minutes.
- d) Financial signing authority shall consist of the Vice-President of Finance and the President of the Student Senate.
- e) The Vice-President of Finance shall keep record of all his or her activities for the reference of future Vice-Presidents of Finance.
- f) The Vice-President of Finance shall chair the Student Senate Finance Committee.

### **Vice-President of Communication**

- a) The Vice-President of Communication shall oversee the Communication and Information branch of Student Senate.
- b) The Vice-President of Communication shall handle all the major Senate correspondence, including updates on Senate's activities in *The Crown*, *Time-Out*, Senate press releases, and letters to administration, students, faculty, or the outside Redeemer community.
- c) The Vice-President of Communication shall monitor the issues, policies, and problems being dealt with by the administration and faculty. He or she shall regularly communicate with administration and faculty members to receive updates regarding how student concerns are being resolved. The Vice-President of Communication shall report to Senate such information.
- d) The Vice-President of Communication shall be responsible for the documentation, filing, and general upkeep of Student Senate records.
- e) The Vice-President of Communication shall oversee the process of Faculty Evaluations.
- f) The Vice-President of Communication shall be responsible for ensuring that that all newly elected Senators are given their binders and a copy of the constitution.
- g) The Vice-President of Communication shall keep record of all his or her activities for the reference of future Vice-Presidents of Communications.
- h) The Vice-President of Communications shall be responsible for the consistency of the image of Student Senate. All communicative materials must adhere to the standard established by the Communications Committee.
- i) The Vice-President of Communication shall compile Senate's Annual Report.

### **Activities Chair**

- a) The Activities Chair shall chair the Activities Committee and keep record of events.
- b) The Activities Chair shall report to Student Senate on behalf of the Activities Committee.
- c) The Activities Chair shall provide leadership and co-ordination of all events planned by the Activities Committee.
- d) The Student Life Activities Coordinator shall be a resource person to the Activities chair.
- e) The Activities Chair shall appoint a Secretary for the Activities Committee.
- f) The Activities and Services Chair shall regularly meet with the Student Life Campus Ministries Director.
- g) The Activities Chair shall write a year-end review of the Activities Committee for the Annual Report, stating the vision the committee had for the year and listing what it accomplished and did not accomplish but had hoped to. .

### **Spiritual Activities and Services Chair**

- a) The Spiritual Activities and Services Chair shall chair the Spiritual Activities and Services Committee and keep records of all events.
- b) The Spiritual Activities and Services Chair shall report to Student Senate on behalf of the Spiritual Activities and Services Committee.

- c) The Spiritual Activities and Services Chair shall regularly meet with the Chaplain and the Student Life Campus Ministries Director.
- d) The SASC Chair shall appoint a Secretary for the Spiritual Activities and Services Committee.
- e) The SASC Chair shall write a year-end review of the Spiritual Activities and Services Committee for the Annual Report, stating the vision the committee had for the year and listing what it accomplished and did not accomplish but had hoped to. .

### **General Senators**

The General Senators shall represent the interests of the students at Student Senate meetings. The General Senators shall actively promote Senate objectives and activities. The four General Senators shall fulfill one of the following four roles as appointed by the President after consulting the rest of Senate:

#### **a) Senate Clubs Coordinator**

- i) The Senate Clubs Coordinator shall be the contact and resource person for all clubs directly under the control of Student Senate, including all publications, the Recreation Centre, the Sound System, Photography, the Activities Committee, and SASC. He or she shall provide leadership for these groups in order to ensure their continuation and success.
- ii) The Senate Clubs Coordinator shall report to Student Senate on these Clubs a minimum of once a semester.
- iii) The Senate Clubs Coordinator shall be responsible for the distribution and maintenance of the aforementioned Club binders.
- iv) The Senate Clubs Coordinator shall meet a minimum of once a semester with the leaders of the Clubs under his or her jurisdiction. He or she shall maintain close communication with the leaders of such clubs throughout the summer and academic year.
- v) The Senate Clubs Coordinator shall be responsible, along with the Vice-President of Finance and the Student Clubs Coordinator, for the upkeep of the Club policy.
- vi) The Senate Clubs Coordinator shall sit on the Student Senate Finance Committee.
- vii) The Senate Clubs Coordinator shall report to the Finance Committee on the financial situation of the clubs under his or her portfolio.
- viii) The Senate Clubs Coordinator shall oversee the hiring of all Publications, Recreation Centre, Sound System, and Photography staff.
- ix) The Senate Clubs Coordinator shall oversee the maintenance and enforcement of the various constitutions of the clubs under his or her position.
- x) The Senate Clubs Coordinator shall record all of his or her activities for the reference of future Senate Club Coordinators.

#### **b) Student Clubs Coordinator**

- i) The Student Clubs Coordinator shall be the contact and resource person for all clubs that are not lead by officers of Student Senate. He or she shall provide leadership for these groups in order to ensure their continuation and success.
- ii) The Student Clubs Coordinator shall report to Student Senate on these Clubs a minimum of once a semester.
- iii) The Student Clubs Coordinator shall be responsible for the distribution and maintenance of the aforementioned Club binders.
- iv) The Student Clubs Coordinator shall meet a minimum of once a semester with the leaders of the Clubs under his or her jurisdiction. He or she shall maintain close communication with the leaders of such clubs throughout the summer and academic year.
- v) The Student Clubs Coordinator shall be responsible, along with the Vice-President of Finance and Senate Club Coordinator, for the upkeep of the Club policy.
- vi) The Student Clubs Coordinator shall sit on the Student Senate Finance Committee, and shall chair it in the absence of the Vice-President of Finance.
- vii) The Student Clubs Coordinator shall sit on the Student Athletic Committee.
- viii) The Student Clubs Coordinator shall record all of his or her activities for the reference of future Student Club Coordinators.

**c) Information Officer**

- i) The Information Officer shall sit on Student Senate's Communication Committee and chair it in the absence of the Vice-President of Communication.
- ii) The Information Officer shall establish the agenda, in consultation with the President, and record the minutes of Student Senate meetings.
- iii) The Information Officer shall collect Student Senate standing and Ad-Hoc committee minutes and append them to Student Senate's weekly minutes.
- iv) The Information Officer shall maintain and keep Senate's website and bulletin board up-to-date.
- v) The Information Officer shall assist the Vice-President of Communication in regards to Faculty Evaluations.
- vi) The Information Officer shall record all of his or her activities for the reference of future Information Officers.

**d) Mature-International-Commuter (MIC) Student Representative**

- i) The Mature-International-Commuter Student Representative shall meet a minimum of once a month with the Mature, International and Commuter Students in consultation with Student Life.
- ii) The Mature-International-Commuter Student Representative shall meet a minimum of bi-monthly with the mature students.
- iii) The Mature-International-Commuter Student Representative shall chair the Commuter Committee.
- iv) The Mature-International-Commuter Student Representative shall be responsible for any concerns that are raised by the Mature, International, and Commuter

Students and shall ensure that their concerns are addressed through Student Senate and/or Student Life.

- v) The Mature-International-Commuter Student Representative shall sit on Student Senate's Student Affairs Committee and shall chair it in the absence of the Vice-President of Student Affairs.
- vi) The Mature-International-Commuter Student Representative shall record all of his or her activities for the reference of future Mature-International-Commuter Student Representatives.

### **First-Year General Senators**

In general, the First-Year General Senators shall represent the interests of the students at Student Senate meetings. The First-Year General Senators shall actively promote Senate objectives and activities. The First-Year General Senators shall be responsible for communicating to First-Year Students the role of the Student Senate. In consultation with the President, the First-Year General Senators will be assigned to the positions of the Assistant to the Vice-President of Communication, the Assistant to the Vice-President of Student Affairs, and the Assistant to the Vice-President of Finance.

#### **a) Assistant to the Vice-President of Communication**

- i) The Assistant to the Vice-President of Communication shall assist the Vice-President of Communication in their duties.
- ii) The Assistant to the Vice-President of Communication shall serve on the Communications Committee.
- iii) The Assistant to the Vice-President of Communication shall take minutes and set the agenda for the Communications Committee in consultation with Vice-President of Communication.
- iv) The Assistant to the Vice-President of Communication shall handle any correspondence in regards to Senate's Compassion Child or cards to faculty, students, or staff.
- v) The Assistant to the Vice-President of Communication shall ensure the cleanliness and maintenance of the Student Senate Office.
- vi) The Assistant to the Vice-President of Communication shall review and edit the Student Senate minutes as written by the Information Officer before each meeting.
- vii) The Assistant to the Vice-President of Communication shall write a year-end review for the Communications Committee for the Annual Report, stating the vision the committee had for the year and listing what it accomplished and did not accomplish but had hoped to.

#### **i) Assistant to the Vice-President of Student Affairs**

- i) The Assistant to the Vice-President of Student Affairs shall assist the Vice-President of Student Affairs and the Mature-International-Commuter Student Representative in their duties.

- ii) The Assistant to the Vice-President of Student Affairs shall serve on the Student Affairs Committee.
- iii) The Assistant to the Vice-President of Student Affairs shall take minutes and set the agenda for the Student Affairs Committee in consultation with the Vice-President of Student Affairs.
- iv) The Assistant to the Vice-President of Student Affairs shall write a year-end review for the Communications Committee for the Annual Report, stating the vision the committee had for the year and listing what it accomplished and did not accomplish but had hoped to.

**ii) Assistant to the Vice-President of Finance**

- i) The Assistant to the Vice-President of Finance shall assist the Vice-President of Finance and the Clubs Coordinators in their duties.
- ii) The Assistant to the Vice-President of Finance shall serve on the Student Senate Finance Committee.
- iii) The Assistant to the Vice-President of Finance shall take minutes and set the agenda of the Student Senate Finance Committee in consultation with the Vice-President of Finance.
- iv) The Assistant to the Vice-President of Finance shall write a year-end review for the Communications Committee for the Annual Report, stating the vision the committee had for the year and listing what it accomplished and did not accomplish but had hoped to.

Each First-Year General Senators shall serve on the Activities or Spiritual Activities and Service Committee under the appointment of the President, in consultation with the rest of the Senate. They shall record all of their activities for the reference of future First-Year General Senators.

*Section 3*      **Impeachment Power**

All Senate members are expected to model a Christian lifestyle as exemplary students of Redeemer University College, displaying Christian love and leadership, as well as a respect for College rules as written in Redeemer’s “Code of Conduct”. If it becomes evident that a Senate member is not living up to these expectations, the Student Senate reserves the right to reprimand and, if necessary, remove a Senate member from office through the regular impeachment procedure.

If a Senate member collects more than three inexcusable absences within a single term of office, impeachment proceedings shall be initiated.

The executive officers shall initiate proceedings against the Senate member with the Dean of Students present. At the next regular Senate meeting, the President shall notify the Senate of the member(s) who shall be impeached. Within two weeks of this announcement and after consultation with the students, the Senate shall vote as to whether to remove the member from office. A two-thirds majority of all Senate members is necessary for impeachment.

If any Senator is impeached By-Election procedure will be followed pursuant to Article III Section IV.

## **ARTICLE II: SENATE MEETING PROCEDURE; VOTING; ATTENDANCE**

### *Section 1*      **Meetings**

All Redeemer University College community shall be entitled to attend all Student Senate meetings unless otherwise ordered by the Senate. Prior notice shall be given to the Secretary or the President.

The Student Senate, at its own discretion, may move a meeting in camera to discuss potentially sensitive matters. These in camera sessions shall be recorded for the reference of future Senates. However, these discussions shall not be passed on to the school community.

### *Section 2*      **Rules and Procedure**

Parliamentary procedure shall be followed in order to conduct business efficiently while protecting two basic rights: the right of the majority to decide and the right of the minority to be heard. As a general rule, Robert's Rules of Order, Newly Revised shall prevail, except where it is inconsistent with the Constitution, these By-laws, or any special rules of order that the Student Senate may adopt.

#### Attendance

Senate members who are unable to attend a regularly scheduled meeting must contact either the President or the Information Officer who will together decide whether or not the absence is excusable. A member of the Student Senate shall collect a half-absence if he or she is not present when attendance is taken. The member shall be considered absent if not present by the end of the committee reports. The President or the Information Officer must approve early dismissal from a Senate meeting.

#### Voting

A majority of Senate members shall constitute a quorum at any Senate meeting. In the regular process of voting in the Student Senate, a majority of those in attendance must vote in favour in order to pass the motion. An abstained vote is considered void. The chairperson shall not vote except to break a tie. A Senate member should only abstain from voting if he or she has a conflict of interest.

#### Order of Business

The usual order of business for regular meetings shall be as follows:

- |                                      |                             |
|--------------------------------------|-----------------------------|
| 1. Call to Order                     | 8. Committee Reports        |
| 2. Opening Devotions                 | 9. Ad Hoc Committee Reports |
| 3. Attendance                        | 10. Unfinished Business     |
| 4. Reading and Approval of Minutes   | 11. New Business            |
| 5. Matters Arising from Minutes      | 12. Closing Prayer          |
| 6. Approval of the Agenda            | 13. Adjournment             |
| 7. Executive Reports                 |                             |
| a. President                         |                             |
| b. Vice-President of Student Affairs |                             |
| c. Vice-President of Finance         |                             |
| d. Vice-President of Communication   |                             |
| e. SASC and Activities               |                             |

*Section 3*      **Visitor Policy**

All Redeemer students are welcome to attend any Student Senate meetings. Their input is appreciated, and contributing to the discussion is one way for their voice to be heard by the Student Senate. If visitors wish to contribute to discussions during a public meeting, they must first be acknowledged and given permission to speak by the President.

In the case that a visitor is persistently disruptive, the President may at his or her discretion ask the offending party to leave.

*Section 4*      **Special Meetings**

The Student Senate President may at any time call an executive meeting. The Student Senate shall be informed of the executive decision at the next regular meeting. The Student Senate President may call a special meeting of the entire Senate as deemed necessary by him or her.

The President must make a reasonable attempt to notify each Senate member of a special meeting. For decisions that require an immediate resolution the President may individually contact Senate executive members. If all executive members favour the same course of action then the President may carry through with that action. The decision must be read into the minutes at the next regular Senate meeting. Any executive member may request the decision be delayed until an executive or regular Senate meeting can be convened.

**ARTICLE III: ELECTION POLICY AND PROCEDURE**

*Section 1*      **Timing**

Elections shall be the responsibility of the Vice-President of Student Affairs. If the Vice-President of Student Affairs is running for Senate again, they are responsible to find someone to coordinate the elections.

The elections for the offices of President and Vice-President of Student Affairs, Vice-President of Finance, Vice-President of Communication and Information, Activities Chair, and Spiritual Activities and Service Committee Chair shall be filled before February reading week. Nominations for the four General Senators shall be opened immediately following the elections of the Executive.

Candidates for the offices of President, Vice-President of Student Affairs, Vice President of Finance, and Vice-President of Communication shall be nominated by 10% (based on FTE) of the student body, rounded to the nearest whole person, as well as receive two nominations from either faculty or staff members before nominations close. Candidates for the offices of Activities Chair and Spiritual Activities and Service Chair shall be nominated by 5% (based on FTE) of the student body, rounded to the nearest whole person, as well as receive two nominations from either faculty or staff members before nominations close. Candidates for the office of General Senator shall be nominated by 2% (based on FTE) of the student body, rounded to the nearest whole person, as well as receive one nomination from either a faculty staff member before nominations close.

The elections shall take place one week after the close of nominations. Voting shall take place on two consecutive days to ensure that all students have an opportunity to vote.

### *Section 2*      **Campaign Procedure**

- a) Election procedures, a description of the offices to be filled, and a copy of the poster policy shall be posted before nominations open or at least two weeks prior to the election, whichever is earlier.
- b) If the required number of candidates has not been nominated by the close of nominations, nominations for the vacant candidacies will remain open at one week intervals until (a) candidate(s) is received. Voting will take place the following week.
- c) No posters shall be put up and no campaigning shall begin until nominations have been closed. All posters must be removed one day after the election.
- d) Each candidate shall, on an official form provided by the Senate, provide information as to his or her candidacy for the position. The completed forms shall be made available at the poll.

### *Section 3*      **Election Procedure**

- a) The regular poll shall be located at the Student Senate office.
- b) All voters shall be recorded on an official roster of Redeemer University College students. They shall be given a ballot, which they immediately shall complete, and place in the ballot box located at the poll.
- c) No campaigning shall be conducted at the poll, either by the candidate, a poll worker, or any other student. No posters shall be put up within a ten metre radius of the poll.
- d) A single candidate running for a particular position shall be subject to a yes/no vote. A two-thirds majority is required in order to be elected.

- e) In order to be elected to an executive position, a candidate must receive a majority of votes. A run-off vote shall be held between the top two candidates in a particular position if the top candidate did not receive a majority.
- f) If more than ten candidates are running in the spring General Senator elections, a run-off election shall be held between the top six candidates (the number of positions plus two).
- g) In the event of a tie vote, the current Vice-President of Student Affairs will explain the situation to the candidates. If both wish to continue in the election, there will be another runoff vote.
- i) After the candidates are notified, the results of the election shall be made public. The official election results shall consist of the number of possible voters and the number of votes cast in the election, as well as the final elected/non-elected position of each candidate. By personal request, each candidate may obtain his or her vote total and position from the Senate Vice-President of Student Affairs.
- j) Ballots should be kept until the end of the year. A copy of the order of the tabulated results should also be kept.

#### *Section 4*      **Senator Replacement Procedure**

Should a Senate executive member or general Senator, excluding the President be to complete his/her term of office, the Student Senate Executive Appointment Committee shall convene and begin the process for the appointment of a Senator (as detailed in section 5) to find a replacement.

Should a Student Senate President, be unable to complete his/her term of office, the Senate executive, in consultation with the Dean of Students, will decide the appropriate course of action.

#### *Section 5*      **Appointment of Senators**

- a) the three first-year General Senators shall be appointed to office by the Student Senate Executive Appointment Committee. In the event that a senator is unable to complete his/her term of office, the Committee will appoint a replacement who will complete the term.
- b) The Student Senate Executive Appointment Committee will oversee and conduct the appointment process in consultation with the Dean of Students. The Committee shall be made up of the executive members of Student Senate.
- c) The first-year General Senators will be appointed from the incoming first-year class. The Executive Appointment Committee shall conduct interviews and make the appointments in consultation with the Dean of Students in early September.
- d) The first-year General Senators must be in office before the budget meeting.

### **ARTICLE IV: SENATE STRUCTURE AND COMMITTEES**

#### *Section 1*      **Senate Structure and Standing Committees**

Student Senate is divided into five branches, each carrying out a distinct function within the Senate structure. Each branch of Senate contains its own standing committee. They are as follows:

## **1. Activities**

### **a) Purpose**

- i) Recognizing that the educational experience of students at any institution can be greatly enhanced through involvement in extra-curricular, non-scholastic activities, the Activities Committee has been created for the task of providing the students with such events. It will organize, for the benefit of the student body of Redeemer University College, events and activities that will provide decent, healthy and enjoyable outlets for the creative energy of the student body. Through such activities, the Committee hopes to:
  - a) Foster a sense of community amongst the student body, and
  - b) Foster the growth of pride and excitement in Redeemer University College

### **b) Membership and Duties**

- i) The Committee will consist of the Activities Chair, one or two First Year General Senators, and volunteers from the student body.
- ii) The Activities Chair will organize and lead these meetings.
- iii) The committee is a part of Student Senate and is accountable to it.
- iv) The Committee will be led by the Activities Committee chair. The Chair will organize weekly meetings, oversee the organization and execution of all committee activities, and make reports on the actions of the Committee to the Student Senate.
- v) As a general guideline, the Committee will ensure that at least one event will take place in every week of the school year. Non-Senate activities (i.e. theatre productions, music recitals, etc.) may be used to fill this requirement.
- vi) The Student Life Activities Coordinator is available as a resource person for the Activities Committee Chair.
- vii) Committee members will be appointed by the Activities Chair via an application process at the end of the previous academic year and completed at the beginning of the current academic year.

## **2. Communication**

### **c) Purpose**

- i) Through the Communication and Information branch of Senate, the Communication Committee will handle all the communication of Senate as well

as facilitate communication between the Administration, Faculty, Senate, and the Student body.

**d) Responsibilities**

- i) Disseminating knowledge valuable to the student body in whatever mediums it deems most effective, including, but not limited to, the use of press releases, *The Crown*, *Time-Out*, email, letters, posters, etc.
- ii) Maintaining close communication with Administration and Faculty to keep informed as to the issues or problems being discussed within these groups, as well as to continue to monitor that these groups are dealing with student concerns, problems, etc

**e) Membership and Duties**

- i) This committee will be consist of the Vice-President of Communication, the Information Officer, One First-Year Senator, the Editor-in Chief of *The Crown* and appointees from the student body (should Senate deem it necessary).
- ii) The Vice-President of Communication will organize and chair these meetings
- iii) The committee is part of Student Senate and is accountable to it.
- iv) The committee will meet in-person a minimum of twice a semester.
- v) The committee will serve as a link between the Administration and Faculty, Student Senate, and the student body.

**3. Finance**

**a) Purpose**

- i) Given the large amount of monies entrusted to Student Senate, the Finance Committee will serve as a means to safeguard Senate funds and property, ensuring accountability between Senate funded Clubs, the student body, the Vice-President of Finance, and Senate itself. It will also simplify and ensure the efficiency and efficacy of the budgetary process.

**b) Responsibilities**

- i) Establishing Student Senate's own annual budget in consultation with the President and Vice-Presidents of Student Senate.
- ii) Preparing quarterly financial reports for Senate, as well as preparing a year-end report analyzing the financial and club activities that have occurred over the current academic year.
- iii) Maintaining an inventory of all of Senate's assets.
- iv) Fulfilling any reimbursements or honorarium requests.
- v) Ensuring that financial requests have met Senate funding guidelines and any other criteria before they are brought forward to Senate.

- vi) Handling bursary requests;
- vii) Keeping accurate financial records of Student Senate for a period of seven years;
- viii) Maintaining the *Financial Policies* to hold Senate funded clubs accountable.

**c) Membership and Duties**

- i) This committee will consist of the Vice-President of Finance, the Senate Clubs Representative, the Student Clubs Representative, and a First-Year General Senator.
- ii) The Vice-President of Finance shall organize and chair the meetings.
- iii) This committee is part of Student Senate and is accountable to it.
- iv) This committee will meet at least once a month.
- v) This committee will discuss and deal with any financial matters of Senate or the student body.
- vi) The committee will make recommendations to Senate regarding financial matters and cannot grant any monies to any club, person, or cause without the approval and ratification of Senate.

**4. Spiritual Activities and Services**

**a) Purpose**

- i) The purpose of the Spiritual Activities and Services Committee is to organize, support, and encourage the spiritual life of Redeemer University College and to promote volunteer activities in Redeemer and the surrounding community.

**b) Responsibilities**

- i) Encouraging participation in both individual and group prayer and Bible study.
- ii) Making the Redeemer community aware of service organizations and activities.
- iii) Being open to new ideas from the student body and serving as a resource for the development of these suggestions.
- iv) Promoting evangelism and discipleship within the Redeemer community and to those with whom contact is made.

**c) Membership and Duties**

- i) The Spiritual Activities and Services Chair will chair the committee.
- ii) Members will be selected from Student Senate, and the student body.
- iii) The committee is a part of Student Senate and is accountable to it.
- iv) The committee will meet a minimum of twice a month for prayer and discussion of present business.
- v) The committee will work to support and ensure continuity from year to year in the various Spiritual and Service groups on campus.

- vi) The committee will serve as a link between Student Senate and Student Life in matters of a service or spiritual nature.
- vii) One committee member shall sit on the Chapel Committee.
- viii) Committee members will be appointed by the Spiritual Activities and Service Chair via an application process at the end of the previous academic year and completed at the beginning of the current academic year.

## 5. **Student Affairs**

### a) **Purpose**

- i) As the purpose of any student government is to bring forward and represent the interests and concerns of the student body to the Administration and Faculty, the Student Affairs Committee will serve as a mechanism to receive, discuss, and bring forward to the Administration and Faculty student concerns and interests. The committee will accomplish this by acting as a mechanism.

### b) **Responsibilities**

- i) The Vice- President of Student Affairs shall chair the meetings and prepare the agenda.
- ii) The Vice-President of Student Affairs is responsible for bringing forward student concerns to Senate, Administration, and Faculty.
- iii) The Mature-International-Commuter Representative is responsible for bringing forward concerns pertaining to commuters to Senate, Administration, and Faculty.
- iv) The First-Year General Senator is responsible for taking minutes and distributing them to the members of the committee and Senate.
- v) The Academic Senator is responsible for bringing forward students concerns pertaining to academics to Academic Senate.
- vi) Every member representing Senate on university committees is responsible for bringing forward relevant students concerns to their respective committees.

### c) **Membership and Duties**

- i) The committee will consist of the Vice-President of Student Affairs, the Mature-International-Commuter Representative, a First Year General Senator, the Academic Senator, and several students who represent Senate on the school committees.
- ii) This committee's membership shall aim to represent the makeup of the student body. In particular, the committee shall include a minimum of one male, one female, one on-campus resident, one off-campus resident, and three different departmental majors.
- iii) Committee membership can expand/decrease upon the recommendation of the Vice-President of Student Affairs and the President, after consulting with the Dean of Students, and with the approval of Student Senate

- iv) Representatives will be appointed by the incoming Vice-President of Student, with the approval of the Senate.
- v) The committee is a part of Student Senate and is accountable to it.
- vi) The committee will meet a minimum of once a month.
- vii) The committee will seek out student concerns, discuss them, pursue them, and if necessary make recommendations to Senate as what solution is most desirable through the Vice-President of Student Affairs.
- viii) The committee will bring to the attention of Administration and Faculty student opinion on policies and other matters.

*Section 2*      **Ad-Hoc Committees**

The Student Senate may appoint ad hoc committees as deemed necessary. They shall operate under the same rules as the standing committees. At least one First-Year Senator shall sit on each ad hoc committee.

**ARTICLE V: OFFICERS OF THE SENATE**

All officers of the Senate must be in good academic standing with a minimum CGPA of 6.00. They also may not be on behavioural probation.

*Section 1*      **Rec Centre Co-ordinator**

- a) The Rec Centre Supervisor shall work closely with the Senate Clubs Coordinator.
- b) The Rec Centre Co-ordinator is responsible to and paid an honorarium by the Student Senate.
- c) The Rec Centre Co-ordinator will be responsible for the budget, operations, and events of the Rec Center.
- d) Advertising for the position should commence by March 1.
- e) Interviews for Rec Centre Supervisor should include the outgoing Rec Centre Co-ordinator, the current Student Senate Clubs Coordinator and Sound System Coordinator, the current Vice-President of Student Affairs, and the incoming Rec Centre Chair and Sound System Coordinator.
- f) The Rec Centre Co-ordinator will hire and supervise the Rec Centre staff with the aide of the Student Work Study Co-ordinator.
- g) The Rec Centre Co-ordinator will receive an annual honoraria \$400, payable in four instalments.
- h) More information is defined in the Rec Centre Committee Constitution.

*Section 2*      **The Editor of Anno-Domini**

- a) The Editor of Anno Domini is responsible to and paid an honorarium by the Student Senate.
- b) The Editor of Anno Domini will be responsible for the operations of Anno

- Domini.
- c) Advertising for the position should commence by March 1.
  - d) Interviews for the Editor of Anno Domini shall be conducted by the incoming Senate Clubs Coordinator, the current Senate Clubs Coordinator, and the Editor of Anno Domini.
  - e) The Editor of Anno Domini will be in charge of staffing Anno Domini.
  - f) Wages, length of term, and other information are defined in the Constitution of Anno Domini.

*Section 3*      **Editor-in-Chief of the Crown**

- a) The Editor-in-Chief of the Crown is responsible to and paid an honorarium by the Student Senate
- b) The Editor-in-Chief of the Crown will be responsible for the management of the newspaper and its compliance with the Crown constitution.
- c) Advertising for the position must commence by March 1.
- d) Interviews for the Editor-in-Chief of the Crown shall be conducted by the incoming Senate Clubs Coordinator, the current Senate Clubs Coordinator, and the Editor-in-Chief of the Crown, the Vice-President of Student Affairs and the faculty advisor. In the case of a tie, the Vice-President of Student Affairs shall be the determining vote; otherwise, the Vice-President of Student Affairs will not vote.
- e) Once interviews are completed, the interviewing committee will make two recommendations to Student Senate for who should be Editor-in-Chief. The full Student Senate should be present for a second interview of the candidates. The full Student Senate will vote on whether or not to accept the recommended candidate.
- f) Following the appointment of the incoming Editor-in-Chief, candidates shall be interviewed for all other editorial staff positions. The interviews shall be conducted by the current Editor-in-Chief, the incoming Editor-in-Chief, the incoming Senate Clubs Coordinator, the current Senate Clubs Coordinator, and the faculty advisor of the Crown. Following the interview process, this group shall decide, by vote, which candidates shall be appointed.
- g) Staff writers shall be appointed by the Editor-in-Chief.
- h) Wages, length of term, and other information are defined in the Constitution of the Crown.

*Section 4*      **Editor(s) of the Minstrel**

- a) The Editor(s) of The Minstrel is responsible to and paid an honorarium by the Student Senate.
- b) The Editor(s) of The Minstrel will be responsible for the operations of The Minstrel.
- c) Advertising for the position should commence by March 1.
- d) Interviews for the editor(s) of the Minstrel shall be conducted by the incoming Senate Clubs Coordinator, the current Senate Clubs Coordinator, and the Editor of The Minstrel.
- e) The Editor(s) of The Minstrel will be in charge of staffing The Minstrel.
- f) Wages, length of term, and other information are defined in the Constitution of The Minstrel.

*Section 5*      **Photography Department**

- a) The members of Photography are responsible to and paid honoraria by the Student Senate.
- b) The members of Photography will supply photographs to the student publications.
- c) Advertising for the positions should commence by March 1.
- d) Interviews for Photography members shall be conducted by the incoming Senate Clubs Coordinator, and the current Senate Clubs Coordinator.
- e) Wages, length of term, and other information are defined in the Constitution of the Photo Department.

*Section 6*      **Sound System Liaison**

- a) The Sound System Liaison is responsible to and paid an honorarium by the Student Senate.
- b) The Sound System Liaison will be responsible for assisting the Technical (A/V) Manager in scheduling, preparing a budget, hiring new technicians, and operating and maintaining the Senate sound system.
- c) The Sound System Liaison is responsible for presenting the budget to Senate and scheduling Senate events.
- d) Advertising for the position should commence by March 1
- e) Interviews for the Sound System Liaison should include the outgoing Sound System Liaison and the Senate Clubs Coordinator.
- f) The new Sound System Liaison must be hired in coordination with the Technical (A/V) Manager.
- g) The Sound System Liaison will receive an annual honorarium of \$200 payable in two instalments.
- h) Other information is defined in the Sound System Policy.

*Section 7*      **Academic Senator**

- a) The Academic Senator is responsible to and is paid an honorarium by the Student Senate.
- b) The Academic Senator must have a minimum CGPA of 9.00.
- c) The incoming Academic Senator shall be appointed by Senate before the end of the academic year through an application process.
- d) Based on the applications, the Student Affairs Committee will make three recommendations to Student Senate for who should be the Academic Senator. The full Student Senate should be present to interview the candidates. The full Student Senate will vote to appoint one candidate.
- e) The Academic Senator is responsible for representing students on the Redeemer University College's Academic Senate and for searching out student input on relevant issues.
- f) The Academic Senator shall meet with the Vice-President of Student Affairs before each Academic Senate meeting and shall sit on the Student Affairs Committee
- g) The Academic Senator will receive annual honoraria of \$200.

## **ARTICLE VI: HONORARIUMS; POWERS OF MONEY AND FINANCE**

### *Section 1*      **Honoraria**

- a) Each First Year Senator appointed from the first year class shall be granted an honorarium of \$495, to be paid in eight equal monthly portions.
- b) Each General Senator not appointed from the first year class shall be granted an honorarium of \$990, to be paid in eight equal monthly portions.
- c) The Vice-President of Finance and Vice-President of Communication, Activities Chair, and Spiritual Activities and Services Chair shall be granted an honorarium of \$1,650, to be paid in eight equal monthly portions.
- e) The Vice-President of Student Affairs shall be granted honoraria of \$2,420, to be paid in eight equal monthly portions.
- f) The President shall be granted honoraria of \$3,520, to be paid in eight equal monthly portions.

### *Section 2*      **Special Honoraria and Reimbursements**

Senate reserves the right to award honoraria for extra services rendered as Senate sees fit.

- a) The Student Senate will award the Assistant to the Vice-President of Finance an Honorarium of \$350, to be paid in eight equal monthly portions.
- b) The Vice-President of Finance will reimburse those who drive for Senate business. The remuneration will be a pre-negotiated price.
- c) All honorariums paid by Student Senate totalling \$200 or more shall be paid in eight equal monthly portions.

### *Section 3*      **Student Senate Fee Policy**

- a) The Business Office of Redeemer University College shall collect the Student Senate Fee of \$117. 50% of the Student Senate Fee will be paid to Senate each semester.
- b) Students taking four courses or more in a semester will pay 100% of the Student Senate Fee.
- c) Students taking two or three courses per semester will pay 60% of the Student Senate Fee.
- d) Students taking one course per semester are waived from paying the Student Senate Fee.
- e) Students attending only one semester may make a written application to the Vice-President of Finance for a partial refund in January. This refund will be 40% of the Student Senate Fee. The refund will be credited to the student's account with the Redeemer University College Business Office.
- f) Student Senate shall hear the request of students with special circumstances for a reduced fee. The guiding principle is that these fees are an opportunity cost for all students, open to as much or as little use as each student desires.
- g) Co-op students attending only one semester of classes due to placement in the other semester shall pay 60% of the Student Senate Fee at the start of the semester of classes, regardless of whether it is the first or second semester.

- h) All students studying abroad through Redeemer University College will pay 60% of the Student Senate Fee.

#### *Section 4*      **Student Senate Transit Fee**

- a) The Business Office of Redeemer University College shall collect the Student Senate Transit Fee.
- b) Full-time students (taking three or more courses a semester) must pay the Transit Fee. Part-time students can request a transit pass from Senate after presenting a receipt of payment from the Business Office.

#### *Section 5*      **Senate Bursary and Subsidies Policy**

Of the Senate budget, 5% shall be set aside for bursaries and subsidies, which include the Mission Bursary, the Day Care Subsidy, and the Christian Education Subsidy. Of this 5%, at least 50% shall be set aside for the Mission Bursary, no more than 35% allocated to the Christian Education Subsidy, and no more than 15% used for the Day Care Subsidy. Providing these guidelines are followed, the Senate may distribute the 5% between the three funds as it deems appropriate to maximize bursary and subsidy effectiveness.

All applicants for subsidies or bursaries shall be full-time or students who are enrolled in the Education Program Redeemer University College at the time of application.

##### Christian Education Subsidy

- a) Applications for the Christian Education Subsidy shall be considered in October and February. Applicants enrolled for a complete academic year will not need to reapply in February to be considered for second semester subsidies.
- b) For the Christian Education Subsidy, the student must have dependants attending a Christian elementary or secondary school.

##### Day Care Subsidy

- a) Applications for the Day Care Subsidy shall be considered in October and February. Applicants enrolled for a complete academic year will not need to reapply in February to be considered for second semester subsidies.
- b) For the Day Care Subsidy, the student must have dependants placed in the Redeemer University College Day Care.

##### Missions Bursary

- a) Applications for the Missions Bursary shall be considered in March.
- b) For the Missions Bursary, the missions program into which the student has been accepted must be a confessional Christian organization or church. The mission opportunity must be a volunteer (unpaid) position. The mission opportunity must occur within the academic year of application and/or within the four months following the academic year.

- c) The mission opportunity must not be affiliated in any way with Redeemer University College, i.e. Mississippi, Honduras.

**Section 6 Financial Responsibility**

All funds, resources, and belongings of the Student Senate used by Senate and by Senate sponsored organizations should be used in a responsible and in an efficient manner.

**ARTICLE VII: STUDENT CLUBS AND ORGANIZATIONS**

**Section 1 Student Clubs and Organizations**

- a) The student organization must promote and reinforce the goals and mission of the Student Senate as outlined in the Preamble of the Constitution. It must also do one of the following:
  - i) Provide students with diverse opportunities for involvement or activities which would otherwise not be available.
  - ii) Provide students with the opportunity to serve the community.
  - iii) Benefit a significant portion of the student body.
- b) In order for a student organization to be considered for sponsorship by Student Senate it must have (i) a faculty/staff advisor, (ii) a club leader, (iii) a club mandate, and (iv) approval from Student Senate.
- c) In order for a student organization to receive monies from Student Senate, it must be approved as a club and must present a budget to Student Senate as stipulated in the *Financial Policies*.
- d) The Student Senate shall have ultimate financial control over all funds that it allocates to student organizations and all purchases made with those funds. The money shall be distributed on an as-needed basis throughout the year.

**Section 2 Financial Policies Regarding Clubs**

- a) Financial policies regarding clubs are found in Student Senate's *Financial Policies*.
- b) The *Financial Policies* will be made available to all students.
- c) The *Financial Policies* can be amended through the recommendation of the Finance Committee with approval of the Student Senate.
- d) The *Financial Policies* shall include all the policies regarding how Student Senate does funding for clubs.
- e) Funding of clubs shall be based on the criteria stipulated in Article VII, Section 1.

**Section 3 Faculty/ Staff Liaison for Student Senate Sponsored Clubs**

- a) Each club shall have a faculty/staff liaison before being considered for sponsorship by student senate
- b) The Faculty/Staff liaison person shall be the clubs contact person with the Administration, Faculty, and Staff of the university.

- c) The role of the faculty/staff liaison is to:
  - i) Provide continuity for the club form year to year.
  - ii) Meet with club leaders once per month to advise and give suggestions as to club involvement.
  - iii) Mentor and support the club leader.

*Section 4*      **Club Leaders**

- a) Club leaders must be approved by and are responsible to Student Senate.
- b) The responsibilities of the club leader are to:
  - i) Provide leadership and continuity for the club.
  - ii) Keep in contact and meet with the Club Coordinators.
  - iii) Ensure that the club adheres to its mandate and budget.
- c) If a club leader fails to fulfill these responsibilities either a new club leader will be found for the Student Senate sponsored club or the Student Senate will stop sponsoring the club, at the discretion of the Senate.

**ARTICLE VIII: COMMUNICATION; AVAILABILITY; CONTINUITY**

*Section 1*      **Office Hours**

The Student Senate Office shall be open a minimum of thirty-two hours per week. A Senate member shall be present whenever the office is open. Each Senate member is required to serve a minimum of two hours per week in the Senate Office.

*Section 2*      **Manuals**

Every executive Senator will maintain neat and thorough records in hard copy within a binder. As well, computer form is recommended. The executive will make every effort to update and revise these files throughout the year for the benefit of their successors. These files should include names, dates, times, phone numbers, addresses, and all information that will prove helpful for future Senate members. These files will be passed to the incoming executives at the time of succession. The President must deem all binders appropriate and complete and if a Senator fails to provide a sufficient binder, they will forfeit their last honoraria.

All Ad Hoc committees must make final reports.

*Section 3*      **Technology**

Senate will make every effort to maintain updated information technologies in order to promote open communications and proficient record keeping. The technology upgrades are the responsibility of Redeemer University College as outlined in the Technology Agreement.

*Section 4*      **Training**

Executive training will take place immediately after the election results are made public. It is the final responsibility of the outgoing executive to ensure that the incoming executive is adequately trained and confident that he or she is well informed and prepared for their upcoming term.

*Section 5*      **Consistency of Communication Guide**

Senate will ensure that all communications are uniform with Senate's image/vision through the maintenance of a style guide.

*Section 6*      **Vision Meeting**

At the end of every academic year, the outgoing Student Senate and the incoming Student Senate will meet to formulate the vision for the upcoming academic year. The outgoing Senate will describe their vision, what they have or have not accomplished, what they learned, and assist the incoming Senate in the continuation and furthering of this vision.

*Section 7*      **Annual Report**

At the end of the academic year the Student Senate will create a year-end report. The Vice-President of Communication is responsible for compiling the report and for making it available to students. It will include the following:

- a) The Senate's vision statement for the year.
- b) A report from each of Senate's standing committees stating the vision the committee had for the year and listing what it accomplished and did not accomplish but had hoped to.
- c) A financial summary of the year.
- d) The final report of any ad-hoc committee established throughout the year.