**Waldorf University Student Senate**

**Constitution**

**Article 1. Name**

The name of this organization shall be the Waldorf

University Student Senate, henceforth referred to in

this document as the Student Senate.

**Article 2. Purpose, Duties, and Powers**

2.A **Purpose**

The purpose of the Student Senate shall be to act as

the legislative body directing the affairs of the

student body (i.e., all students currently enrolled at

Waldorf University). The intention of this organization

shall be to uphold the mission of Waldorf University,

to promote the welfare of the student body, to listen

to and interpret student opinion, to provide an

opportunity for student participation in planning and

administering student affairs, and to act in advisory

capacities to the University faculty, staff, and

administration.

2.B **Duties and Powers**

In pursuit of its purpose, the Student Senate shall

have the following duties and powers:

2.B.2 The Student Senate shall solicit student opinion and

shall engender constructive dialog regarding issues of

student welfare;

2.B.3 The Student Senate shall, in cooperation with the

Department of Student Life, govern the actions of

student organizations including recognition,

dissolution, and the distribution of funds to student

organizations;

2.B.4 The Student Senate shall seek out and develop

leadership, service, and recreational activities to

enhance the educational journey of Waldorf University

students;

2.B.5 The Student Senate shall appoint student members to

Faculty Senate and other Waldorf University committees

when so requested;

**Article 3. Statement of Non-Discrimination**

The Waldorf University Student Senate does not

discriminate on the basis of race, color, ethnicity,

national origin, political affiliation, creed,

religion, age, gender, handicap, physical impairment,

or sexual orientation in its purpose, meetings,

activities, and decorum.

**Article 4. Members**

4.A **Duties and Responsibilities**

All members of the Student Senate shall:

4.A.1 Represent the best interests of the student body at

large;

4.A.2 Must Attend 3 consecutive meetings in order to become

a senator and attend all regular and special meetings

of Student Senate;

4.A.3 Be informed on issues pertaining to student affairs;

4.A.4 Offer constructive criticism concerning the Student

Senate, its leadership, and its activities;

4.A.5 Any senator not meeting his/her duties shall be

subject to removal from office;

4.A.6 Keep a personal record of active membership, defined as being on 1 committee per semester, and requesting committee opportunity when active membership is desired

4.B **Qualifications**

4.B.1 All members of the Student Senate must:

4.B.1. Be a full-time student at the time of taking

office, as determined by the Registrar’s Office;

4.B.2 If at any time the above qualifications are not met,

members are subject to removal

4.B.3 Student Senate Membership: any member that misses

more than 2 consecutive meetings without an excused

absence will be removed from office.

4.C **Executive Officers**

Shall make an effort to meet with the President of the University once per month as the President of the University is able

4.C.1 Student Senate Membership:

Executive officers shall be considered members of Student Senate. They are subject to the duties, responsibilities, and qualifications as outlined in Articles 4.A and 4.B above, except as noted below.

4.C.2 Qualifications:

Executive officers must:

4.C.2.a Must be a rising Junior or Senior as

determined by the Registrar’s Office;

4.C.2.b have been in senate for at least 2

semesters prior to taking office as well as meeting

the other qualifications

4.C.2.c not be on and remain free of any academic or disciplinary probation, subject to loss of position

4.C.3 Term of Office:

The term of office for all executive officers shall

begin upon being sworn in and shall continue for the

duration of the then current academic year, or until a

successor is sworn into office.

4.C.4 Replacement

4.C.4.a If a vacancy occurs in the office of the President,

the Vice President shall assume the office of

President;

4.C.4.b Vacancies in the offices of Vice President,

Secretary, and Treasurer shall be filled in the

following manner:

4.C.4.b.1 Student Senate shall nominate (a) person(s) to

fill the position;

4.C.4.b.2 If there is only one nominee, the replacement

must be elected by a two-thirds vote of Student Senate;

4.C.4.b.3 If there is more than one nominee, the

replacement must be elected by a plurality vote of

Student Senate.

4.C.4.c Qualifications for replacements are the same as for

the original election.

4.C.4.d Compensation

4.C.4.d.1 Executive officers shall be compensated from

Student Senate funds in accordance with the Student

Senate Compensation Policy.

4.C.5 Duties

4.C.5.a Together as executive members act as Parliamentarians during Senate activities

4.C.5.b **The President shall:**

4.C.5.b.1 Hold the dual title of Student Body President and

Student Senate President;

4.C.5.b.2 Make public statements to the students, faculty, staff, and administration of Waldorf University and to entities external to the University as the exclusive and official stance or opinion of the student body;

4.C.5.b.3 Provide a monthly report to the students, faculty, staff, and administration of Waldorf University on the activities of Student Senate;

4.C.5.b.4 Call and preside at all meetings of Student

Senate, voting only to make or break a tie;

4.C.5.b.5 Call special meetings of Student Senate at a time

and place deemed advisable;

4.C.5.b.6 Have veto power:

4.C.5.b.6.A The President may veto any main motion,

resolution, or constitutional amendment that is adopted

by Student Senate if he/she believes the measure to be

detrimental to Student Senate or the student body;

4.C.5.b.6.B The veto must be announced to Student Senate

both orally and in writing within one week of the

measure’s adoption;

4.C.5.b.6.C The veto may be overridden by a two-thirds vote

of Student Senate within two weeks of the veto;

4.C.5.b.6.D The President may not veto any motion of

impeachment or a motion to override a veto.

4.C.5.b.7 Establish ad-hoc committees, and appoint members of all ad-hoc committees;

4.C.5.b.8 Act as a voting member of all committees

established by Student Senate;

4.C.5.b.9 Appoint ad-hoc officers subject to a majority

vote of Student Senate;

4.C.5.b.10 Provide a channel of communication between the

student body and the University administration,

faculty, and staff.

4.C.5.b **The Vice President shall:**

4.C.5.c.1 Assume the office of President should a vacancy

occur in that office;

4.C.5.c.2 Act as President in the absence of the President

or in the case that the President is temporarily unable

to serve;

4.C.5.c.3 Act as Secretary in the absence of the Secretary

or in the case that the Secretary is temporarily unable

to serve. This duty shall be subordinate to the duty to

act as President;

4.C.5.c.4 Assume the duties of the Treasurer if a vacancy

should occur in that office. This duty shall be

concurrent with the duty to temporarily act as

President or Secretary but shall be subordinate to the

duty to assume the office of the President.

4.C.5.c.5 Act as coordinator, chairperson, and voting member of all Student Senate committees.

4.C.5.c.6 Generate a weekly report of committee actions

4.C.5.d **The Secretary/Recycling Chair shall**:

4.C.5.d.1 Keep the minutes of all Student Senate meetings,

and maintain a file of actions taken;

4.C.5.d.2 Track attendance of all meetings

4.C.5.d.3 Keep a list of all current members of Student

Senate and their positions;

4.C.5.d.4 Keep a list of club attendance and/or representation by proxy from all meetings

4.C.5.d.5 Keep a list of which members are considered active (by committee participation);

4.C.5.d.6 Act as President in the absence of the President

and Vice President, or in the case that the President

and Vice President are temporarily unable to serve;

4.C.5.d.7 Generate a weekly report of member changes, club attendance, and active membership;

4.C.5.d.8 Work in conjunction with the Treasurer to maintain a database of student organizations including current and archival information regarding officers, advisors, and constitutions;

4.C.5.d.9 As Recycling Chair

4.C.5.d.9.1 Create one significant program per academic year in regards to recycling, recruiting a committee’s help as needed

4.C.5.d.9.2 Ensure marketing is present around campus in regards to what can be recycled

4.C.5.e **The Treasurer shall**:

4.C.5.e.1 Serve as the head of all budget committees

overseeing budget requests

4.C.5.e.2 Coordinate budget issues, keep record of

expenditures and income, and supervise the management

of all financial transactions;

4.C.5.e.3 Make a weekly report at Student Senate meetings of major expenditures, income, and balance;

4.C.5.e.4 Oversee the financial records of Student Senate

in conjunction with the Dean of Students;

4.C.5.e.5 Keep financial records available for public

inspection with reasonable notice;

4.C.5.e.6 Act as President in the absence of the President,

Vice President, and Secretary, or in the case that they

are all temporarily unable to serve;

4.C.5.e.7 File paperwork (i.e. journal entries) when Senate approves the spending of funds’;

4.C.5.e.8 Advise Senate on how much they are able to spend

4.C.5.e.9 Work in conjunction with the Secretary/ Recycling Chair to maintain a database of student organizations including current and archival information regarding officers, advisors, and constitutions;

4.C.5.e.10 Determine an amount per garment that Senate will pay per person if apparel is ordered with Student Senate logos

4.D **Appointed Officers**

4.D.1 Ad-hoc Officers

4.D.1.a Ad-hoc offices may be created by the President

subject to a majority vote of the Student Senate. Adhoc

offices shall cease to exist at the pleasure of the

President or will expire at the end of the academic

year.

4.D.1.b Ad-hoc officers shall be appointed by the President

subject to a majority vote of the Student Senate.

4.D.1.c Ad-hoc officers shall serve at the pleasure of the

President.

4.D.2 Term of Office:

The term of office for all appointed officers shall

begin upon being sworn in and shall continue for the

duration of the then current academic year, or until a

successor is sworn into office.

4.D.3 Replacement

4.D.3.a Temporary replacements are made by the executive

officer that made the original appointment until a

replacement can be approved by Student Senate.

4.D.3.b Qualifications are the same as for the original

appointment.

4.E **Resignation**

The term of office of any senator will end upon the

voluntary resignation of the senator. The resignation

must be presented in writing at a regular meeting of

Student Senate. The resignation shall take effect two

weeks after its presentation unless otherwise stated in

the letter of resignation.

4.F **Removal from Office**

4.F.1 Any member of the Student Senate may be removed from

office in accordance with the Parliamentary Authority.

Grounds for removal include conduct unbecoming a

Student Senator and malfeasance, misfeasance, or

nonfeasance of office.

4.F.2 Membership on Student Senate is automatically and

immediately ended if a member is placed on any type of

disciplinary probation, or if the member loses his/her full-time student status.

4.F.3 Membership on Student Senate shall also be

automatically and immediately ended for excessive

absences as defined by the attendance policy found in

4.G **Combinations of Positions**

4.G.1 Executive officers shall not be allowed to hold

another executive office or an appointed office.

4.G.2 Senators shall not hold more than one voting

position, nor shall they hold more than one appointed

office.

4.G.3 A voting member shall also be allowed to serve one

appointed office.

4.H **Advisors**

The Dean of Students and at least one other member of

the Waldorf University faculty, staff, or

administration shall advise, guide, and act as a source

of information to Student Senate without voting

privileges.

**Article 5. Elections**

5.A All elections shall be held in accordance with this

constitution and the Student Senate Election Policy;

5.B Candidates shall be elected by the members of the

constituency they will represent;

5.C Candidates shall be elected by a plurality vote. Tie

votes shall be decided by the Student Senate that is in

office at the time of the election;

5.D An election shall be held each Spring semester to

elect executive officers;

5.E The voting period shall be determined by the current Senate President;

5.F An individual many only run for 1 executive position;

5.G. Those running for Senate President:

5.G.1 Will complete an application form provided by the current President;

5.G.2 Will participate in a public Question & Answer/ Debate

5.H Those running for election will attend S.E.A.L. Awards to be sworn in by the current Senate President should they win an election seat

**Article 6. Meetings**

6.A Regular Meetings

A regular meeting of Student Senate shall be held at a

regular time and place each week throughout the

academic year, unless Student Senate orders otherwise

in advance.

6.B **Special Meetings**

A special meeting shall be held upon the call of the

President or the written request of three senators. The

purpose of the meeting shall be set forth in the

notice.

6.C **Executive Caucus**

An executive caucus shall meet at least once each week

that a regular meeting is held. The executive caucus

shall be attended by the executive officers, at least

one advisor, and any other persons the President deems

necessary. The executive caucus shall plan the agenda

for upcoming regular meetings and shall conduct other

business the President deems necessary.

6.D **Voting Power**

The right to vote during Student Senate meetings shall

be vested in the organization representatives,

associate members, and executive officers. Appointed

officers may vote only if they also hold a voting

position. The President may vote only to make or to

break a tie. Advisors and non-members may not vote.

6.E **Quorum**

The presence of two-thirds of all voting members and

two executive officers shall constitute a quorum.

6.F **Debate**

6.F.1 After being recognized by the President, any member

of the Waldorf University community may debate a motion

that is before the Student Senate.

6.F.2 Length of debate and other privileges of debate shall

be governed by the Senate President and any

special rules of order the Student Senate shall adopt.

6.G **Attendance**

6.G.1 Attendance of all members is required at all

meetings. Attendance is defined as presence for the

duration of the meeting.

6.G.2 Excused Absences

6.G.2.a Senators shall be allowed three excused absences

from meetings during the academic year;

6.G.2.b Excuses shall be submitted in written form within

24 hours after the missed meeting;

6.G.2.c If an excuse is not submitted properly or not

within the time allowed, the absence will be unexcused;

6.G.2.d If a senator has accumulated his/her maximum number

of excused absences for the academic year, any further

absences will be considered unexcused;

6.G.2.e Documented proof of an event or occurrence is not

required for an absence to be excused;

6.G.2.f The Vice President shall decide on the validity of

the excuse;

6.G.2.g If the excuse is questionable, the Vice President

shall take the excuse to the executive officers for a

final decision;

6.G.2.h Absences for a reason in the following exclusive

list shall be excused:

6.G.2.h.1 Illness of the senator;

6.G.2.h.2 Illness or death in the senator’s family;

6.G.2.h.3 University-required activities such as athletic

or fine arts events;

6.G.2.h.4 Employment;

6.G.2.h.5 Class attendance.

6.G.3 Unexcused absences from more than two meetings during

the academic year shall result in removal from Student

Senate.

6.G.4 If a senator is removed for lack of attendance, he/

she shall not be eligible to hold any

Student Senate office for the duration of the

academic year.

6.G.5 If a senator is removed for lack of attendance, he/

she may appeal the decision to the executive officers,

whose decision shall be final.

**Article 7. Student Senate Committees**

7.A **Membership & Rights**

7.A.1 Any member of the student body may serve on standing

Committee;

7.A.2 All committee members shall be granted full

participatory and voting rights during meetings of

standing committees.

7.B **Standing Committees**

7.B.4 Special and Ad-Hoc Committees

Special and ad-hoc committees may be created by a majority vote of Student Senate. The membership, duration, and authority of such committees shall be decided at the time of formation.

7.C **Selection**

7.C.1 Those who have not been on a committee yet during the current semester receive priority to be selected;

7.C.2 Seniors receive priority for committee selection, then Juniors, then Sophomores, then Freshman

**Article 8. Oath**

8.A **Administration**

The following oath of office shall be administered to

all senators at the beginning of their term of office.

It shall be administered by the President or the

presiding officer at the meeting when the senators are

installed. Any current member of Student Senate who is

subsequently elected or appointed to an executive position

shall be considered installed after taking their Oath of Office at their announcement at S.E.A.L. Awards

8.B **Oath of Office**

8.B.1 The oath is as follows: “I do solemnly swear that I will uphold the Constitution of the Waldorf University Student Senate, that I will faithfully perform the duties of my office, and that I will work for the general welfare of allmembers of the Waldorf University student body.”

8.B.2 Shall be done with left hand on the Bible and the right hand up by the right shoulder

**Article 9. Amendments**

9.A **Proposal**

Amendments to this constitution and the policies

subordinate to it shall be submitted in typed form by any Senator at any point to each member of Student Senate. Debate and voting on the proposed amendment are postponed until the next regular meeting of Student Senate.

9.B **Adoption and Enactment**

A two-thirds vote of Student Senate is required to pass

any amendment to this constitution or policy.

Amendments are immediately effective unless otherwise

noted in the amendment.

**Article 10. Parliamentary Authority**

10.A The rules contained in the most recent edition of

Robert’s Rules: The Modern Edition (Darwin Patnode,

ed.) shall govern Student Senate in all cases where

they are not inconsistent with this constitution or any

special rules of order Student Senate may adopt.

10.B This constitution may not be suspended. The policies

and rules arising from this constitution may be

suspended under exigent circumstances unless otherwise

noted in the policy or rule.

**Article 11 Waldorf University Election Policy**

11.A **General**

11.A.1 All Student Senate elections shall be conducted in accordance with the Student Senate Constitution and this election policy. Annual elections will be held during the end of the spring semester. This election will be held to fill all executive officer positions. Elections for all positions shall be held simultaneously.

11.A.2 For each election, the student senate shall appoint all graduating seniors who are not running for office to oversee the election. This group is defined as the Election Board

11.B.1 **Duties and Powers**

11.B.1.a The current President shall serve as the Election

Commissioner unless he or she is running for office in

which case the Commissioner will be appointed by the

election board;

11.B.1.b The election commissioner shall:

11.B.1.b.1 Chair all meetings of the Election Board;

11.B.1.b.2 Oversee the daily operations of the Election

Board

11.B.1.b.3 Ensure that the election is conducted fairly, that all eligible voters are allowed to vote once and only once, and that votes cast are counted in an accurate manner;

11.B.1.b.4 Verify the eligibility of candidates;

11.B.1.b.5 Ensure an appropriate and fair method of voting is made known to campus

11.C **Voting**

11.C.1 Voting shall be done by secret ballot

11.C.2 All voters may be allowed to vote only once for each

officer position

11.C.3 The voting period shall be determined by the election board

11.C.4 After voting the election board will count the ballots and a recount will be done if a candidate loses by less than 25 votes.

11.C.5 Those graduating before the beginning of the subsequent fall semester are not allowed to vote

11.D. **Candidate Qualifications**

11.D.1 All candidates must meet the requirements for the

office they wish to hold;

11.D.2 Senators will nominate candidates at a specified

Student Senate meeting.

11.E **Campaigning**

11.E.1 All campaigning activities may be started on February 1st of the semester of elections.

11.E.2 All campaign activities conducted on campus must be

approved by the head of the facility in which they occur

11.E.3 Posters and Flyers

11.E.3.a May only be made by the students without the use of the marketing department

11.E.3.b May Not:

11.E.3.b.1 Defame another candidate or cast him/her in a nonfactual negative light;

11.E.3.b.2 Be affixed to any glass surface or floor. The

repair to or cleaning of any surface of any damage by a

poster or flyer shall be the responsibility of the

candidate(s) involved;

11.E.3.b.3 Be placed in any classroom;

11.E.4 Student Senate resources may not be used to aid the

campaign of any candidate unless all candidates may benefit equally from the resource

11.F. **Prohibited Activities:**

11.F.1 Offering anything of value in exchange for a vote or

support (bribery);

11.F.2 Acting in a threatening or intimidating manner to

influence a voter(extortion);

11.F.3 Removing, damaging, or defacing another candidate’s

campaign material;

11.F.4 Any activity in which violates any Waldorf University policy or regulation.

11.F.5 Loitering around the election table

11.G. **Violations**

11.G.1 Reports of violations of this policy may be submitted to the Election Board by any member of the campus

community and the report must be made within two hours

of the closing of voting

11.G.2 Election Board will look into the report and make a

decision as to whether or not an infraction was made

11.G.3. If a violation is found the candidate will be dropped from the election.

**Article 12. Waldorf University Student Senate Funds Appropriations Policy**

12.A **Appropriations Hearings**

12.A.1 Student Senate shall hold appropriations hearings

during a regular meeting of Student Senate two times

during the Fall semester and two times during the

Spring semester.

12.A.1.a Student Senate will determine, at the advice of the Treasurer, an appropriate amount to give at each appropriation hearing

12.A.1.b Clubs will at most receive $1500 per request

12.A.2 All organizations shall be notified of the date and

time of appropriations hearings at least seven (7) days

prior to the hearings.

12.A.3 Each organization requesting funds at an appropriations hearing shall be granted at maximum five (5) minutes to present their request to Student Senate and to answer questions from Student Senate.

12.A.4 All appropriations requests shall be referred to the

Budget Request Committee

12.A.4.1 The Budget Committee may not consist of senators who all participate in the same club or group

12.B. **Guidelines for Request Eligibility**

12.B.1 Groups must have attendance or proxy attendance at all senate meetings prior to appropriation date from:

12.B.1.a The beginning of the fall semester until first fall request to be eligible for first fall request;

12.B.1.b After second fall request until first spring request to be eligible for 1st Spring Request;

12.B.1.c New clubs’ attendance begins on their inception date determined by Senate vote

12.B.1.d This does not need to be the same person

12.B.1.e Proxies must sign in attendance as “proxy for (insert club name)”

12.B.2 Submit an updated club constitution per academic year

12.B.3 Submit budget request document to the Senate Treasurer and Senate advisor before state date and time

12.B.4. Attend club roundtable to explain your request and answer questions from the budget committee

12.B.4.1 Those attending roundtable must be knowledgeable and/or involved in the request

12.B.5 Attend the Senate meeting on the appropriation date

12.B.6 Attempt a fundraiser, signed off on by the group advisor

12.B.6.1 If the fundraiser is determined to be falsified information Senate reserves the right to prohibit the group from requesting for the following 4 budget requests, journalizing awarded money back to Senate, and/or charging student accounts to recover funds

12.B.7 Failure to follow any of these guidelines will result in a dismissal from consideration- no exceptions

12.C **Committee Consideration**

12.C.1 The Budget Committee shall carefully consider all appropriations requests.

12.C.2 The Budget Committee shall solicit additional information from organizations as deemed necessary by the committee to make its decisions.

12.C.3 The recommendations of the Budget Committee shall include that Student Senate appropriate a specific amount to an organization for a specific purpose.

12.C.4 The Budget Committee shall report its recommendations at the regular Student Senate meeting following the meeting at which appropriation hearings were held.

12.D **Student Senate Consideration**

12.D.1 The recommendations of the Budget Committee shall be considered at the regular meeting of Student Senate immediately following the meeting at which appropriation hearings were held.

12.D.2 All recommendations of the Budget Committee shall be subject to debate and amendment.

12.D.3 Senators making a motion or debating about the

appropriation of funds to an organization, of which

they are members, must make their membership known to

Student Senate.

12.E **Post-Appropriation Procedure**

12.E.1 A representative of the organization shall work with

the Student Senate Treasurer to coordinate the

disbursement of funds appropriated.

12.E.2 Full documentation including all receipts and bills must be submitted to Student Senate to account for all funds appropriated. Failure to comply will result in the organization being required to return the appropriated funds to Student Senate.

12.E.2.a Groups will be granted 1 calendar year from appropriation date to provide proof of use of funds, any unused funding will be journalized back to student senate with an email informing the club that it was taken back

12.E.2.b Groups are entitled to a month notice before funds are journalized back from their account

12.E.3 Student Senate reserves the right to investigate the

use of all funds appropriated.

12.E.4 Any funds spent inappropriately may be recovered by

Student Senate or the organization members may be held individually liable. If the funds are not returned within one week after the investigation, the organization will lose its recognition and all its operations on this campus shall cease. Organization members may be billed through the Waldorf University Business Office to ensure the return of

funds.

12.E.5 Student Senate reserves the right to cancel a portion or all of the appropriation within two weeks after the appropriation is made.

12.F **Considerations for Receiving Funding**

The following are guidelines for organizations to

follow when requesting an appropriation and for Student

Senate to consider when processing appropriation

requests.

12.F.1 The benefit and importance of the project or event to Waldorf University and the organization’s members will

be critically evaluated.

12.F.2 Projects and events that promote academic, spiritual, or personal development will be considered high

priority reasons to appropriate funds.

12.F.3 Banquets, parties, recreational activities, and

recreational trips will be considered low-priority reasons to appropriate funds.

12.F.4 Organizations that receive funding should not spend any portion of the appropriation on Homecoming events and

or Winter-fest events.

12.F.5 Transportation shall be funded at forty cents ($0.40) per mile with a maximum of five hundred dollars ($500) appropriated for transportation, regardless of vehicle type (University vehicle or personal vehicle).

12.F.5.a In the case that a disability vehicle rental is needed the cost of transportation funding can be raised on a strictly case by case basis.

12.F.6 Lodging costs may be funded up to a maximum of $500.

12.F.7 Event registration may be funded with a maximum of $100 per person.

12.F.8 Organizations may only receive funding once per

academic year for the same item for the same event.

12.F.9 Student Senate will not appropriate funds for general operating costs. Organizations requesting

appropriations must show specific use for the funds

requested.

12.F.10 Student senate takes the position that their governance is over clubs, not athletic teams. We believe the Council of Student Athletes (CSA) serves as the governing body of athletic teams. We also believe all athletic teams shall be funded entirely by the athletic department. However, we recognize that CSA does not award any additional money to athletic teams in the same manner that Student Senate awards to clubs. Therefore, we arise at this compromise:

“Any athletic team requesting funds must have the coach submit all paperwork and be present at roundtable/appropriation date on behalf of the team. A team member must be present at every meeting before a budget request in the same manner clubs must attend. Any dollar amounts will be exactly half of all rules governing club appropriation policies including registration, lodging, travel, and total amounts requested.

**Article 13.** **Waldorf University Student Senate Organization Recognition Policy**

13.A **To Become Recognized a Club Must:**

13.A.1 Inform the Senate President of the desire to present their club to Senate;

13.A.2 Submit their club constitution prior to Senate meeting in which they present;

13.A.3 Present club purpose and field questions from Senate;

13.A.4 Pass a two-thirds majority vote from Senate

13.B **Retaining Recognition Requirements**

13.B.1 Organizations must have a sponsor who is a member of

the Waldorf University faculty, staff, or administration.

13.B.2 Organizations must have at least two members.

13.B.3 Organizations must submit a current copy of their constitution in each academic year prior to the deadline set by the Student Senate (which may be prior to the first budget request for either semester).

13.B.4 Organizations must send representatives to meetings as required by Student Senate.

13.B.5 Organizations must submit a list of officers and

general members including e-mail addresses and/or phone

numbers.

13.B.6 Organizations must adhere to all Waldorf University

policies and the Student Senate Statement of Nondiscrimination.

13.B.7 Organizations that fail to complete any of the required activities above will have their recognition suspended. Recognition will be reinstated upon submission of the required information. The right to request Student Senate funding shall continue to be suspended for the remainder of the semester.

13.B.8 Organizations that fail to submit an update form for

two consecutive years will lose their status as a

recognized organization. The organization may be reinstated by following the procedure for recognition of a new organization.

13.C **Rights of Recognized Organizations**

13.C.1 Use of meeting rooms on campus, free of charge.

13.C.2 The right to request funds from Student Senate.

13.C.3 The right to post items on University bulletin boards.

13.C.4 The right to request a listing of the organizational

database.

**Article 14.** **Waldorf University Student Senate**

**Compensation Policy**

14.A The executive officers shall be compensated from

Student Senate funds at the end of the Fall and Spring

semesters.

14.A.1 The President shall be paid $300;

14.A.2 The Vice President shall be paid $300;

14.A.3 The Secretary/Recycling Chair shall be paid $300;

14.A.4 The Treasurer shall be paid $300.

14.A.5 No other members of Student Senate shall be compensated from Student Senate funds based solely on their

position. This does not preclude the Student Senate

from offering scholarships or other monetary awards to

its members or other students.

**Article 15. General Considerations**

15.A. Senate will complete 1 campus improvement project per semester if funds are available at the discretion of the Treasurer and vote of Student Senate

15.B. Should any information outlined in this document be deemed ambiguous, the Senate President will determine the appropriate interpretation of the wording.