

# CONSTITUTION OF THE REDEEMER UNIVERSITY STUDENT SENATE

Revised and Updated: May-October 2024

Date of Effect: October 15, 2024

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## 1. NAME

- 1.1. The name of this body shall be the “Redeemer University Student Senate,” hereinafter “Student Senate.”

## 2. PREAMBLE

- 2.1. The Redeemer University Student Senate strives to glorify God through all of its actions, seeking to advance His kingdom and to promote this spirit of service within the student body.
- 2.2. The Student Senate primarily seeks to advocate for and advance the mission and vision of Redeemer University.
- 2.3. The Student Senate represents the student body. With this in mind, the Student Senate seeks to ensure that all members of the Redeemer University (the “University”) community remain responsive to student needs and interests. As well, the Student Senate seeks to stimulate school spirit and participation within the student body.
- 2.4. The Student Senate derives its authority from the student body and thus is primarily responsible and accountable to the student body for its actions.
- 2.5. The Student Senate seeks mutual cooperation with the Board of Governors, President of the University, Dean of Students, and the administration. Together we shall serve as a means to foster and nurture all aspects of student life in supporting and adhering to the confessional direction of the University as outlined in the University’s official Mission, Institutional Purpose, Statement of Basis and Principles and attendant university policies and documents.
- 2.6. Members of Redeemer University, such as the University President, Dean of Students, and others within the administration will hold the Redeemer University Student Senate accountable to their duties, ensuring they follow the Constitution and subsequent Bylaws.

## 3. MEMBERS

- 3.1. The membership of the Senate shall consist of the duly elected members, four of which shall be Executive members (President; Vice President of Student Affairs; Vice President of Finance; and Vice President of Communications), three of which shall be General Senators (Activities Coordinator;

Spiritual Events Coordinator; and Clubs Coordinator), as well as three First-Year Senators appointed from the first-year class (Assistant to the Vice President of Student Affairs; Assistant to the Vice President of Finance; and Assistant to the Vice President of Communication).

- 3.2. The student body shall annually elect the four members of the Executive by the second week of March, and shall elect three General Senators in the two weeks following the completion of the Executive elections. The First-Year Senators shall be appointed before the annual budget meeting to serve on the Student Senate that year.
- 3.3. All full-time traditional undergraduate Redeemer University students are eligible for election to the Student Senate.
  - 3.3.1. The definition of a full-time student shall be understood to be as defined in the university academic calendar for that particular academic year.
  - 3.3.2. All Student Senate members must be in agreement with the official Mission, Institutional Purpose, and Statement of Basis and Principles of Redeemer University, and willing to carry out their roles on the Student Senate in accordance with them.
  - 3.3.3. All Student Senate members must be in good academic standing with a minimum CGPA of 6.00.
  - 3.3.4. The President must be entering his or her third or subsequent full-time year of post-secondary education when taking office, and must have served on the Student Senate in the past.
  - 3.3.5. If no former member of the Student Senate has been nominated for the position of President, any student entering his or her third, fourth, or fifth year may run for office.
  - 3.3.6. All members of the Student Senate (except the three First-Year Senators) must have been enrolled in a full-time course load at Redeemer University in the academic year prior to election.
  - 3.3.7. The official date for the changeover of roles within the Student Senate of Redeemer University shall be May 1 of every year, unless otherwise specified by the Student Senate or from the University administration.
  - 3.3.8. The Student Senate members elected or appointed after the prescribed period in 3.2 shall cease to be in office on the same date as the rest of the Student Senate.
  - 3.3.9. The newly elected or appointed Student Senate members shall attend the current Student Senate meetings starting the next meeting after the General Senator elections

#### 4. MEETINGS

- 4.1. The Student Senate shall meet at least once preceding the commencement of the academic year and

meet a minimum of twice per month during the academic year, except during exams, holiday breaks, and reading break, or in the case of inclement weather when the University is closed.

- 4.2. The President may cancel any meeting at his or her discretion. Notice of a cancellation must be provided to the Student Senate at least 2 hours prior to the scheduled start of the meeting.
- 4.3. Meetings shall be publicly announced in advance and shall be open to all members of the Redeemer University community, with the exception of in-camera sessions.

## 5. COMMITTEES

- 5.1. The Student Senate shall establish various committees as required. The standing Committees of the Student Senate are those named in the Bylaws appended to this constitution. The Student Senate shall appoint other ad hoc committees if they become necessary.
  - 5.1.1. All full-time students are eligible for membership on Student Senate Committees. Any member of the student body may nominate a student, including him- or herself. All Committee appointments are subject to approval by the Student Senate.
  - 5.1.2. All Committees of the Student Senate shall regularly present reports to the Student Senate regarding all of their activities.
- 5.2. Student appointments to designated Redeemer Committees that are outside of the Student Senate shall be endorsed by the President with guidance from the Dean of Students.
  - 5.2.1. All students who have been recommended and appointed by the Student Senate to serve on Redeemer Committees shall communicate regularly with the Vice President of Student Affairs.

## 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 amendments.
- 6.3. The Bylaws 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 at least one week shall be given for response from the student body.
- 6.4. Amendments to the Constitution or its Bylaws 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.

# BYLAWS OF THE REDEEMER UNIVERSITY STUDENT SENATE

Revised and Updated: May-October 2024

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## ARTICLE 1: STUDENT SENATE MEMBERSHIP AND STRUCTURE

1. Student Senate Membership
  - 1.1. The Student Senate shall be composed of: the President; Vice President of Student Affairs; Vice President of Finance; Vice President of Communication; Spiritual Events Coordinator; Activities Coordinator; Clubs Coordinator; and three First-Year Senators (Assistant to the Vice President of Student Affairs; Assistant to the Vice President of Finance; and Assistant to the Vice President of Communications)
2. The Student Senate shall be composed of these primary components:
  - 2.1. Student Senate Executive
    - 2.1.1. Purpose - The Executive shall ensure the proper function of the Student Senate.

- 2.1.2. The Executive shall be composed of the Student Senate President, Vice President of Student Affairs, the Vice President of Finances and the Vice President of Communications.
- 2.1.3. The duties and work of the Executive are outlined throughout these Bylaws.
- 2.2. Student Senate Activities Council
  - 2.2.1. Purpose - The Activities Council is focused on planning and coordinating activities and events sponsored by Student Senate.
  - 2.2.2. The Activities Council shall be composed of the Student Senate Executive, Activities Coordinator, Spiritual Events Coordinators, Clubs Coordinator, Assistant to the Vice President of Student Affairs, Assistant to the Vice President of Finances and Assistant to the Vice President of Communications.
  - 2.2.3. The duties of the Activities Council are outlined in Article 6 of these Bylaws.
- 2.3. Student Senate Committees
  - 2.3.1. These committees shall support the work of the Student Senate:
    - 2.3.1.1. Student Affairs Committees
    - 2.3.1.2. Finance Committee
    - 2.3.1.3. Communications Committee
    - 2.3.1.4. Activities Committee
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  - 2.3.2. The work of these committee is described in Article 9 of these Bylaws
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- 2.5. Student Publications
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    - 2.6.4.1. Faculty evaluations will be accomplished under the direction and supervision of the Dean of Students and the Vice President, Academic.
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## **ARTICLE 2: GENERAL QUALIFICATIONS**

- 1. Student Senator Qualifications
    - 1.1. Basic Student Senator qualifications are found in Article 3.3 of the Student Senate Constitution. The following are enacted in addition to the constitutional requirements:
      - 1.1.1. Presidential year requirements are defined thus: Entering into third year is defined as having completed three or four full-time academic semesters at the end of the academic year. Entering fourth year constitutes a completion of five or six; entering into fifth year constitutes a completion of seven or eight.
    - 1.2. All students in their first academic semester at Redeemer University are eligible to be appointed to Student Senate as First-Year Senators.
      - 1.2.1. In the event of a vacancy in a First-Year Senator position in the second semester of the academic year, eligibility will be extended to students in their first or second semester at Redeemer University.
    - 1.3. All Student Senators must be physically present at and attending Redeemer University for the full duration of their term in office. If a Senator is unable to fulfill this requirement, they will be required to step down, and may not serve in absentia.
    - 1.4. After being elected into their positions, all Student Senate members will sign a binding contract pertaining to their duties. This contract will include details, such as honoraria and expected duties in their role.
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## **ARTICLE 3: STUDENT SENATE POSITIONS AND RESPONSIBILITIES**

- 1. President
    - 1.1. The President shall serve as the chairperson and Chief Executive Officer of the Student Senate.
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- 1.2. The President shall oversee all activities and work done by Student Senate.
- 1.3. The President shall act on behalf of the student body as its representative in official capacities.
- 1.4. The President shall provide leadership and direction toward progress in the improvement and maintenance of school spirit and activities.
- 1.5. The President shall provide leadership and encouragement to the other Senators and create a productive, positive, and motivated atmosphere within Student Senate.
- 1.6. The President shall work to build connections with other colleges and universities in order to represent the student body and develop and maintain inter-institutional initiatives and resources for students.
- 1.7. The President shall work to build connections between community partners and Redeemer students to provide students with external opportunities and resources.
- 1.8. The President, alongside the Vice President of Communications, shall be responsible for ensuring complete documentation, filing, and general upkeep of Student Senate records.
- 1.9. The President shall meet with the Dean of Students a minimum of once per week, at the discretion of the Dean of Students.
- 1.10. The President, with the Student Senate Executive, shall meet with the University President twice per semester. This shall be arranged in conjunction with the Dean of Students.
- 1.11. The President shall have financial signing authority of all Student Senate funds, along with the Vice President of Finance.
- 1.12. The President shall represent the student body as a resource person for the University's Board of Governors.
- 1.13. The President shall serve on institutional committees as requested by the University President's Office or the Dean of Students.
- 1.14. The President shall work with the Dean of Students to ensure necessary information from the Redeemer Budget Planning Committee is presented to the Student Senate, as needed.
- 1.15. The President shall serve as an *ex-officio* member of all Student Senate standing and ad hoc committees.
- 1.16. The President shall oversee the Bylaw review process every winter semester in an even-numbered year, ensuring they are maintained and updated to reflect the mission and vision of the Student Senate and the University.
  - 1.16.1. If a review is necessary outside the years noted above, the President shall coordinate this process.

- 1.17. The President shall keep record of all of their activities for the reference of future Presidents.
  - 1.18. The President shall work for and represent the Student Senate during the summer following appointment into the position, provided that work is needed.
  - 1.19. The President shall be paid the appropriate provincial minimum wage for up to 150 hours during the summer. This includes a minimum of 30 hours during the week before classes begin in the fall. During this time, the President shall keep record of his or her work and submit records to the Dean of Students and/or relevant Redeemer departments (ie. Payroll).
  - 1.20. The President shall be required to follow and adhere to their continuity document, ensuring the smooth transition of knowledge, responsibilities, and practices between successive incumbents.
2. Vice President of Student Affairs
    - 2.1. The Vice President of Student Affairs shall support the President in providing leadership and direction to the Student Senate. This can include frequent meetings to discuss the leadership quality of Student Senate.
    - 2.2. In the event of a vacancy in the office of President, the Vice President of Student Affairs shall preside over the Student Senate until a replacement is elected or appointed within thirty days. Appointments will be made in collaboration with the Dean of Students or a designate.
    - 2.3. The Vice President of Student Affairs shall actively seek-out, receive, and bring student concerns to the Student Senate, Administration, and Faculty via the appropriate institution channels.
    - 2.4. The Vice President of Student Affairs shall monitor the changes, policies, and concerns being dealt with by the Administration and/or Faculty. They shall regularly communicate with Administration and Faculty members to receive updates regarding how student concerns are being resolved, and shall report this information to the Student Senate.
    - 2.5. The Vice President of Student Affairs shall be responsible for organizing the various elections and referendums. If the Vice President of Student Affairs is running for election to the Senate again, they are responsible to find a capable Senator to coordinate the elections.
    - 2.6. The Vice President of Student Affairs can organize student panel discussions or comparable activities, as needed. The panel discussions will focus on student concerns.
    - 2.7. The Vice President of Student Affairs shall chair the Student Affairs Committee, co-chair the University Dining Committee with a representative from Campus Services, and serve as a non-voting representative on the Alumni Council.
    - 2.8. The Vice President of Student Affairs shall oversee the process of Student Senate Faculty Evaluations, as directed by the University Vice President of Academics.
    - 2.9. The Vice President of Student Affairs shall keep record of all of his or her activities for the reference of



future Vice Presidents of Student Affairs.

- 2.10. The Vice President of Student Affairs shall be required to follow and adhere to their continuity document, ensuring the smooth transition of knowledge, responsibilities, and practices between successive incumbents.
- 2.11. As a member of the Student Senate Executive, the Vice President of Student Affairs will participate in meetings with the Executive and the University President and other university personnel, as needed. There will typically be two meetings of this nature per academic term.

### 3. Vice President of Finance

- 3.1. The Vice President of Finance shall supervise and manage all of the Student Senate financial documents and affairs.
- 3.2. The Vice President of Finance shall prepare a budget for the Student Senate of all revenues and expenditures, including club budgets. The Vice President of Finance shall organize and execute, along with the Clubs Coordinator, a Club Preparation Seminar (which prepares club leaders for budgeting and how to follow financial procedures) for all club leaders prior to and in preparation of the annual Senate Budget Meeting.
- 3.3. The Vice President of Finance shall provide quarterly financial reports along with an annual report at the end of the academic year to be presented to the Student Senate and made available to the student body alongside the Student Senate meeting minutes.
- 3.4. The Vice President of Finance and the President shall have financial signing authority of Student Senate funds.
- 3.5. The Vice President of Finance shall chair the Student Senate Finance Committee.
- 3.6. The incoming and outgoing Vice Presidents of Finance should facilitate the changes of the passwords and combinations to the office safe and the cash lockbox annually. A password or combination should not be used more than once every five years. Changes must occur at the end of April, on or after the last day of exams for the upcoming academic year.
- 3.7. The Vice President of Finance shall keep record of all of his or her activities for the reference of future Vice Presidents of Finance.
- 3.8. The Vice President of Finance shall be required to follow and adhere to their continuity document, ensuring the smooth transition of knowledge, responsibilities, and practices between successive incumbents.
- 3.9. As a member of the Student Senate Executive, the Vice President of Finance will participate in meetings with the Executive and the University President and other university personnel, as needed. There will typically be two meetings of this nature per academic term.

#### 4. Vice President of Communications

- 4.1. The Vice President of Communications shall oversee the Communication and Information branch of the Student Senate.
- 4.2. The Vice President of Communications shall handle all major Student Senate correspondence, including updates on Senate's activities in *The Crown* and relevant Redeemer communications.
- 4.3. The Vice President of Communications shall organize and chair the Communications Committee.
- 4.4. The Vice President of Communications shall oversee the hirings of all communications teams. This includes, but is not limited to, *The Crown*, Anno Domini (Yearbook), Quest, and the Media Team.
- 4.5. The Vice President of Communications shall be responsible for ensuring that all newly-elected Senators are provided access to their Student Senate email and have access to all necessary documents for their position.
- 4.6. The Vice President of Communications shall be responsible for the consistency of the image of the Student Senate. All communicative materials must adhere to the standard established by the Communications and Marketing department of the university.
- 4.7. The Vice President of Communications shall establish the agenda and record the minutes of Student Senate meetings.
- 4.8. The Vice President of Communications shall collect Student Senate standing and ad hoc Committee minutes, ensure their proper formatting, and append them to Student Senate's weekly minutes.
- 4.9. The Vice President of Communications shall maintain and keep up to date Student Senate's online presence and bulletin board. This includes a monthly update of all sections of the official Redeemer Students website.
- 4.10. The Vice President of Communications shall work with the President to distribute regular email updates to the student body, communicating Student Senate activities and initiatives.
- 4.11. The Vice President of Communications shall keep record of all of his or her activities for the reference of future Vice Presidents of Communications.
- 4.12. The Vice President of Communications shall oversee the recreation center bookings, and ensure the maintenance and upkeep of the recreation center.
- 4.13. The Vice President of Communications shall be required to follow and adhere to their continuity document, ensuring the smooth transition of knowledge, responsibilities, and practices between successive incumbents.
- 4.14. As a member of the Student Senate Executive, the Vice President of Communications will participate in meetings between the Executive and the University President and other university personnel, as

needed. There will typically be two meetings of this nature per academic term.

## 5. Activities Coordinator

- 5.1. The Activities Coordinator may organize and chair an Activities Committee, upon their discretion.
  - 5.1.1. The Activities Coordinator shall provide leadership to said committee, keep records and coordinate all events planned by the Activities Committee.
- 5.2. The Activities Coordinator shall report to the Student Senate on behalf of the Activities Committee.
- 5.3. The Activities Coordinator should meet with the Student Engagement Coordinator or the relevant Student Life staff a minimum of once per month.
- 5.4. The Activities Coordinator shall be required to follow and adhere to their continuity document, ensuring the smooth transition of knowledge, responsibilities, and practices between successive incumbents.

## 6. Spiritual Events Coordinator

- 6.1. The Spiritual Events Coordinator may organize and chair a Spiritual Events Committee, upon their discretion.
  - 6.1.1. The Spiritual Events Coordinator shall chair said committee and keep appropriate record of events for future reference.
- 6.2. The Spiritual Events Coordinator shall report to the Student Senate on behalf of the Spiritual Events Committee.
- 6.3. The Spiritual Events Coordinator shall provide leadership and coordination of all events planned by the Spiritual Events Committee.
- 6.4. The Spiritual Events Coordinator shall meet with the Redeemer Student Life Chaplain a minimum of once per month.
- 6.5. The Spiritual Events Coordinator shall strive to promote a unified vision with other spiritual leaders on campus.
  - 6.5.1. The Spiritual Events Coordinator shall be a resource person for other students seeking to potentially run spiritual events on campus.
  - 6.5.2. The Spiritual Events Coordinator shall serve on committees as assigned by the school and the Student Senate.
- 6.6. The Spiritual Events Coordinator shall be required to follow and adhere to their continuity document, ensuring the smooth transition of knowledge, responsibilities, and practices between successive incumbents.

## 7. Clubs Coordinator

- 7.1. The Clubs Coordinator shall be the contact and resource person for all student clubs, organizations, and teams. They shall coordinate these groups in order to ensure their continuation, success and adherence to the Bylaws.
- 7.2. The Clubs Coordinator shall organize and execute a Club Showcase at the start of the Fall semester in order to make students aware of clubs they may join. A Club Showcase in the Winter semester can be run, but is not required.
- 7.3. The Clubs Coordinator shall meet a minimum of once per semester with the leaders of the clubs, organizations and teams under his or her jurisdiction. They shall communicate with the leaders of such clubs throughout the summer as necessary and throughout the academic year.
- 7.4. The Clubs Coordinator shall oversee the maintenance and enforcement of the various constitutions of the clubs under their position.
- 7.5. The Clubs Coordinator shall record all of their activities for the reference of future Club Coordinators.
- 7.6. The Clubs Coordinator shall supply relevant University stakeholders with a list of all active clubs, organizations and teams in September and update them to any changes over the academic year, so as to prevent unauthorized clubs from utilizing school resources.
- 7.7. The Clubs Coordinator shall participate in the processing of all student club proposals as described in Article 10.
- 7.8. The Clubs Coordinator shall be required to follow and adhere to their continuity document, ensuring the smooth transition of knowledge, responsibilities, and practices between successive incumbents.

## 8. First-Year Senators

- 8.1. The First-Year Senator responsibilities are described below:

### 8.1.1. Assistant to the Vice President of Student Affairs

- 8.1.1.1. The Assistant to the Vice President of Student Affairs shall assist the Vice President of Student Affairs in his or her duties.
- 8.1.1.2. The Assistant to the Vice President of Student Affairs shall serve on the Student Affairs Committee.
- 8.1.1.3. 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.

- 8.1.1.4. The Assistant to the Vice President of Student Affairs may provide the Vice President of Communications minutes from Student Affairs Committee meetings. This information can be used for Student Senate’s regular communications to the student body.
- 8.1.1.5. The Assistant to the Vice President of Student Affairs shall be required to follow and adhere to their continuity document, ensuring the smooth transition of knowledge, responsibilities, and practices between successive incumbents.
- 8.1.2. Assistant to the Vice President of Finance
  - 8.1.2.1. The Assistant to the Vice President of Finance shall assist the Vice President of Finance in his or her duties.
  - 8.1.2.2. The Assistant to the Vice President of Finance shall serve on the Student Senate Finance Committee.
  - 8.1.2.3. The Assistant to the Vice President of Finance may provide the Vice President of Communications financial statements and related information. This information can be used for Student Senate’s regular communications to the student body.
  - 8.1.2.4. The Assistant to the Vice President of Finance shall be required to follow and adhere to their continuity document, ensuring the smooth transition of knowledge, responsibilities, and practices between successive incumbents.
- 8.1.3. Assistant to the Vice President of Communications
  - 8.1.3.1. The Assistant to the Vice President of Communications shall assist the Vice President of Communication in his or her duties.
  - 8.1.3.2. The Assistant to the Vice President of Communications shall serve on the Communications Committee.
  - 8.1.3.3. The Assistant to the Vice President of Communications shall take minutes for the Communications Committee.
  - 8.1.3.4. The Assistant to the Vice President of Communications shall ensure the cleanliness and maintenance of the Student Senate Office.
  - 8.1.3.5. In discretion, the President, Vice President of Communications, and the Assistant to the Vice President of Communications may make changes or edits to the meeting minutes before they are approved.
  - 8.1.3.6. The Assistant to the Vice President of Communications may assist the President and Vice President of Communications in preparing Student Senate’s regular communications to the student body.

- 8.1.3.7. The Assistant to the Vice President of Communications shall be required to follow and adhere to their continuity document, ensuring the smooth transition of knowledge, responsibilities, and practices between successive incumbents.
  - 8.2. The First-Year Senators shall represent the interests of the student body at Student Senate meetings and shall actively promote Student Senate objectives and activities.
  - 8.3. First-Year Senators shall record all of their activities for the reference of future First-Year Senators.
  - 8.4. Each First-Year Senator shall assist in the organization of the Student Senate inventory, at the direction of the Student Senate Executive. They shall keep an updated record of Student Senate inventory during the academic year.
  - 8.5. The First-Year Senators shall work together to host a University-wide fundraiser in the second semester of their term. The fundraiser must be approved by the Dean of Students. The fundraiser shall not conflict with any other fundraisers during that time. The fundraiser must follow all relevant University policies (i.e Fundraising policy, etc). The First-Year Senators are expected to consult the Student Senate prior to executing the fundraiser.
  - 8.6. Appointment of First-Year Senators
    - 8.6.1. The Student Senate Executive Team shall oversee and conduct the appointment process. The Team shall consist of the Executive members of the Student Senate.
    - 8.6.2. The First-Year Senators shall be appointed from the incoming first-year class. The Student Senate Executive Team shall conduct interviews and make the appointments in early September.
    - 8.6.3. The First-Year Senators must be in office before the Student Senate budget meeting.
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## **ARTICLE 4: IMPEACHMENT POWERS AND STUDENT SENATOR REPLACEMENT**

1. Impeachment Power
    - 1.1. Senators may be impeached if they are not fulfilling their job descriptions as outlined in the Constitution and Bylaws of the Student Senate. Impeachment takes place when a Senator needs to be removed from their Student Senate position. Two formal warnings must be given before impeachment protocols are enforced.
    - 1.2. All Student Senate members are expected to uphold the purpose of the Student Senate in the Constitution, including supporting the University and the University's mission and attendant documents.
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- 1.3. All Student Senate members are expected to model a Christian lifestyle as exemplary students of Redeemer University, displaying Christian love and leadership.
- 1.4. All Student Senate members are expected to show respect for and adherence to the Policy on Life and Conduct, the Student Conduct Code and all attendant University policies and documents.
- 1.5. If a Student Senator is not completing their duties as found in the Student Senate Constitution or Bylaws, impeachment proceedings can be initiated by any member of the Executive.
- 1.6. If it is discovered that a Senator is not fulfilling their duties or meeting set expectations, the President shall call an Executive meeting, including the Dean of Students, to determine what is the appropriate response, ranging from a formal warning to impeachment proceedings.
  - 1.6.1. If the Executive, by majority vote, determines that impeachment proceedings are necessary, the President will notify the Senator in question of their charges.
  - 1.6.2. If the Senator in question wishes to contest the decision, they shall notify the President of their wishes to contest the impeachment decision. The President shall then organize a meeting with the Student Senate Executive, the Dean of Students, and the Senator in question to discuss the contention.
    - 1.6.2.1. The Senator in question will be able to speak to the issues involved and respond to questions
    - 1.6.2.2. The Senator in question will be asked to leave the meeting when the Student Senate Executive begins further deliberations and voting.
    - 1.6.2.3. The President will communicate the results of the meeting and voting to the Senator in question immediately following the meeting.
    - 1.6.2.4. These meetings will be held *in-camera*.
  - 1.6.3. If the Senator in question is a member of the Executive:
    - 1.6.3.1. The President shall meet with them before the meeting to discuss the concerns.
    - 1.6.3.2. The Senator in question is entitled to attend and speak at this Executive meeting, but shall not vote in the impeachment proceedings. The Senator in question will then have the opportunity to represent themselves at the meeting.
    - 1.6.3.3. If the President and members of the Executive decide that impeachment proceedings should still take place, discussion and a vote will ensue. The Senator in question shall not be present during the vote. Also, the Senator in question may be asked by the President or Dean of Students to leave the meeting at any given time.
    - 1.6.3.4. Impeachment meetings shall be in-camera meetings. Minutes from the meetings shall be documented as in-camera minutes by the Vice President of Communications. If

the Senator in question is the Vice President of Communications, then another designated Executive member will take minutes.

1.6.3.5. Impeachment shall occur by a majority vote of the Student Senate Executive members, excluding the Senator in question.

1.6.4. If the Senator in question is the President:

1.6.4.1. The Dean of Students shall meet with them before the meeting to discuss the concerns.

1.6.4.2. The Dean of Students shall chair the meeting.

1.6.4.3. The President is entitled to attend and speak at this meeting, but shall not vote in the impeachment proceedings. The President will then have the opportunity to represent themselves at the meeting.

1.6.4.4. If the Dean of Students and members of the Executive decide that impeachment proceedings should still take place, discussion and a vote will ensue. The President shall not be present during the vote. Also, the President may be asked by the Dean of Students to leave the meeting at any given time.

1.6.4.5. Impeachment shall occur by a majority vote of the Student Senate Executive members, excluding the President.

1.6.4.6. In the event that the President is impeached, the Vice President of Student Affairs shall become acting President until an election can be held, or another solution is determined in consultation with the Dean of Students.

1.6.5. The President (or Dean of Students, should the President be impeached) will communicate to Student Senate the decision regarding impeachment.

## 2. Senator Replacement Procedure

2.1. Should a Student Senate member, excluding the President, be unable to complete his or her term of office, the President shall meet with the Dean of Students to inform them of the matter. Two options follow:

2.1.1. Another Senator may take up the duties required for the role, with an increase of honorarium as determined by the circumstances, or

2.1.2. A student is hired onto the role with the title "Interim (Senator Role)."

2.2. A student cannot be hired onto the role without a majority vote from the Student Senate Executive Team.

2.3. Should the President be unable to complete their term of office, the Vice President of Student Affairs



will become the acting President until the Student Senate Executive, in consultation with the Dean of Students, decides on the appropriate course of action.

- 2.4. The President will ensure that Student Senate office keys, email login information, and access to documents and all other Student Senate-related items have been returned.
- 2.5. Previous Senators that have been removed or asked to step down from office (through impeachment or other processes) are thus unable to run again for any role on the Student Senate. An exception may be granted by explicit permission from the Dean of Students.

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## ARTICLE 5: GRIEVANCES

### 1. Grievances

1.1. Preamble: The purpose of this section of the Bylaws is to ensure positive working conditions and relationships among student senators, and to serve the overall well-being of the Student Senate. This section recognizes that conflict and disruption are an inevitable part of any group, and that these issues may not be resolved immediately. Student Senate shall handle grievances as follows:

1.1.1. If a Student Senate Member has a concern related to another Student Senate member, the Student Senate member shall first discuss that concern with the other student senator with the desire for resolution. It is desired that most concerns can be resolved in this manner.

1.1.1.1. If such a meeting or dialogue is not possible for valid reasons, or if such a meeting does not bring resolution, a Student Senate member shall present their concerns to the President.

1.1.1.2. If discussing the concern with the President is not possible for a valid reason, the Student Senate member may bring the concern to the Dean of Students.

1.1.1.2.1. The Dean of Students will meet with the Student Senate member in confidence to discuss the situation and gather relevant information.

1.1.1.2.2. The Dean of Students shall determine a course of action, if necessary. Possible actions may involve:

1.1.1.2.2.1. The Dean of Students will communicate with the President, if appropriate.

1.1.1.2.2.2. The Dean of Students may need to consult with other University employees to determine a course of action.

- 1.1.1.2.3. The Dean of Students may be required to follow other University policies and documents depending on the nature of the concern.
  - 1.1.2. If it is determined that a Student Senate Member should no longer serve on Student Senate, the Dean of Students shall recommend that impeachment powers listed in Article 4 be implemented.
    - 1.1.2.1. The Dean of Students may bypass the impeachment process and remove a Student Senate member from Student Senate. The Dean of Students will communicate the decision to the President, the whole Student Senate and/or relevant University personnel, as needed and required.
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## **ARTICLE 6: STUDENT SENATE MEETINGS AND MEETING PROCEDURE**

### **1. Meeting Schedule & Frequency**

- 1.1. Student Senate Executive: Shall meet every other week and additionally as needed.
  - 1.1.1. These meetings shall be for the purposes of:
    - 1.1.1.1. Ensuring the proper functioning of Student Senate;
    - 1.1.1.2. Discussing student issues;
    - 1.1.1.3. Preparing for the next Senate Activities Council meeting;
    - 1.1.1.4. Facilitating the selection and accountability of academic student senators;
    - 1.1.1.5. Preparing Student Senate reports for the University board of governors as needed or as requested by the Dean of Students and/or the University President.
    - 1.1.1.6. Other business, as needed.
  - 1.1.2. The President may call an Executive meeting at any time. The Student Senate shall be informed of any Executive decision at the next regular meeting. If three out of four voting Executive members favor the same course of action then the President may carry through with that action. The decision must be documented into the minutes at the next regular Student Senate meeting. Any Executive member may request the decision be delayed until an Executive or regular Student Senate meeting can be convened.
- 1.2. Student Senate Activities Council: Shall meet twice a month. Typically this meeting will be every other week during the weeks when the Student Senate Executive is not meeting.
  - 1.2.1. The meetings shall be for the purposes of:

- 1.2.1.1. Receiving reports and updates from the Student Senate executive.
- 1.2.1.2. Reviewing, planning and coordinating Student Senate activities and events.
- 1.2.1.3. Receiving and processing budget requests for Student Senate activities and events.
- 1.2.1.4. Ensuring proper communications regarding Student Senate activities and events.
- 1.2.1.5. Other business, as needed.

## 2. Visitors

- 2.1. All members of the Redeemer University community shall be entitled to attend all Student Senate meetings unless otherwise ordered by the Student Senate. 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 Student Senates; however, these discussions shall not be made public to the Redeemer University community.
- 2.2. Visitor input is appreciated and contributing to the discussion is one way for the student body voice to be heard by the Student Senate. If any visitor wishes 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 require the offending party to leave.

## 3. Rules and Procedures

- 3.1. 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 Bylaws, or any special rules of order that the Student Senate may adopt.

## 4. Attendance

- 4.1. Regular Student Senate meetings (both Executive meetings and Activities Council meetings) shall begin at 9:45pm or at a suitable time that ensures that there are no conflicts with classes. Attendance will be taken before the devotional period at the beginning of the meeting.
  - 4.1.1. Student Senate Executive meeting attendance shall include the President, Vice President of Student Affairs, Vice President of Finance, and Vice President of Communications. Guests should include one representative from the Activities Council, and any first-year assistant senators (as needed). The Dean of Students may attend these meetings, as well.
  - 4.1.2. Student Senate Activities Council meeting attendance shall include the Student Senate Executive, Activities Coordinator, Spiritual Events Coordinator, Clubs Coordinator, Assistant to the Vice President of Student Affairs, Assistant to the Vice President of Finance, and Assistant to the Vice President of Communications. The Dean of Students may attend

these meetings, as well.

- 4.2. Senate members who are unable to attend a regularly scheduled meeting must contact the President, who shall decide whether or not the absence is excusable. Should a Senate member not be able to attend a meeting, they must provide a summary of their report to another senator so that their information can be relayed (if applicable). A member of the Student Senate shall collect a half-absence if they are not present when attendance is taken. The member shall be considered absent if not present by the end of the Committee Reports. The Chairperson must approve early dismissal from a Senate meeting.

## 5. Voting

- 5.1. A majority of Student Senate members shall constitute a quorum at any Student Senate meeting.
- 5.2. In the regular process of voting in the Student Senate, a simple majority of those in attendance must vote in favor in order to pass the motion. An abstained vote is considered void. The chairperson should not vote except to break a tie.
- 5.3. A Student Senate member must abstain from voting if they have a conflict of interest.
  - 5.3.1. A conflict of interest is when an individual's personal, financial or financial–or other–interests interfere or have the potential to interfere with their ability to act in the best interests of the organization.

## 6. Meeting Structure

- 6.1. The following shall guide the development of an agenda for meetings of the Student Senate Executive:
  - 6.1.1. Attendance
  - 6.1.2. Welcome/Devotional/Opening Prayer
  - 6.1.3. Approval of agenda
    - 6.1.3.1. Matters from the previous minutes
  - 6.1.4. Student Senate operations
    - 6.1.4.1. Discussion
    - 6.1.4.2. Planning for the next Student Senate Activity Council meeting
  - 6.1.5. Student Senate Budget
    - 6.1.5.1. Budget update
    - 6.1.5.2. Budget discussion

6.1.6. Communications: What needs to be communicated to...?

6.1.6.1. To Student Senate

6.1.6.2. To students

6.1.6.3. To the Dean of Students

6.1.7. (Periodically) Preparing for the next time the executive meeting with the University President

6.1.8. Other business

6.1.9. Motion to adjourn

6.2. The following shall guide the development of an agenda for meetings of the Student Senate Activities Council:

6.2.1. Attendance

6.2.2. Welcome/Devotional/Opening Prayer

6.2.3. Approval of agenda

6.2.4. Approval of previous minutes (both Executive minutes and Activities Council minutes)

6.2.4.1. Matters from the previous minutes

6.2.5. Executive Reports/updates

6.2.5.1. Reports from each of the Student Senate Executives

6.2.5.1.1. Budget update from the budget officer

6.2.6. Activities Council Reports/Updates

6.2.6.1. Planning and coordinating events and activities

6.2.6.2. Budget requests

6.2.7. Other business

6.2.8. Motion to adjourn

## 7. Special Meetings

7.1. The President may call a special meeting of the entire Student Senate or executive as they deem necessary.

7.2. The President must make a considerable effort to make the entire team aware of this meeting, and ensure it is at a time most beneficial for everyone involved.

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## ARTICLE 7: ELECTION POLICY AND PROCEDURE

1. Nominations and Timing
  - 1.1. Elections shall be the responsibility of the Vice President of Student Affairs.
    - 1.1.1. If the Vice President of Student Affairs is running for election to Student Senate again, they are responsible to find a capable Senator to coordinate the election.
  - 1.2. The officers of the Executive branch of Student Senate shall be filled by the end of the second week of March. The offices of the General Senators shall be filled in the two weeks following the end of the Executive elections, before the start of April.
  - 1.3. Candidates for the offices of President, Vice President of Student Affairs, Vice President of Finance, and Vice President of Communications shall be supported by 10% (based on Full-Time Enrolment across all traditional degree programs) of the student body, rounded to the nearest whole person, as well as receive two support signatures from faculty or staff members by the close of election applications. Candidates for the offices of Activities Coordinator, Spiritual Events Coordinator, and Clubs Coordinator shall be supported by 5% (based on Full-Time Enrolment in a traditional degree program) of the student body, rounded to the nearest whole person, as well as receive two support signatures from faculty or staff members by the close of election applications.
  - 1.4. The Executive, with permission from the Dean of Students can deny applications to run for the Student Senate, if deemed necessary.
  - 1.5. The Dean of Students can recommend to Student Senate that a candidate's application be denied or reviewed.
  - 1.6. The elections shall take place the week following the close of election applications. Voting shall take place on two consecutive days to ensure that all students have an opportunity to vote.
  - 1.7. In the event of two or more people running for the President role, the current President (unless they are seeking re-election) shall organize a Presidential debate for the student body, in which the Presidential candidates may speak to the student body about their goals and aims for office.
2. Campaign Procedure
  - 2.1. Election procedures and a description of the offices to be filled shall be made available to students at least two weeks prior to the election.
  - 2.2. A copy of the poster policy shall be made available to all students running for election prior to the election.
  - 2.3. If the required number of Student Senate Executive candidates has not been nominated by the close

of nominations, nominations for the vacant candidacies shall run during the General Senator elections.

- 2.4. If any position has not been filled by the end of the General Senator elections, nominations shall remain open at one-week intervals until the required candidates are received.
- 2.5. No posters shall be put up and no campaigning shall begin until nominations have closed. All posters must be removed within 24 hrs after the election.
- 2.6. Each candidate shall, on an official form provided by the Student Senate, provide information as to his or her candidacy for the position by the close of nominations. The completed forms shall be made available at the polling station and online.

### 3. Election Procedure

- 3.1. The polling station shall be located directly outside the Student Senate office.
- 3.2. All voters shall be recorded on an official roster of Redeemer University students. They shall be given a ballot, which they immediately shall complete and place in the ballot box.
- 3.3. Both fulltime and part-time students in traditional degree programs are eligible to vote.
- 3.4. No campaigning shall be conducted at the polling station by the candidate, a poll worker, or any other student. No posters shall be put up within ten (10) meters of the polling station.
  - 3.4.1. Campaign posters must adhere to institutional postering procedures and related policies and documents.
- 3.5. A single candidate running for a particular position shall be subject to a yes/no vote. A two-thirds majority of votes cast is required in order to be elected in a yes/no vote.
- 3.6. In the event there are two or more candidates running for a position, the candidate who receives the highest number of votes will be elected into the position.
- 3.7. After the candidates are notified and the successful candidates have accepted their positions, the results of the election shall be made public. The official election results shall consist of the number of votes cast in the election, as well as the final elected/non-elected position of each candidate. By personal request, any student may obtain this information from the Vice President of Student Affairs.
- 3.8. Ballots shall be kept until the end of the academic year and then destroyed. A copy of the tabulated results shall be kept in the appropriate documents and folders belonging to the Vice President of Student Affairs for one calendar year.
- 3.9. For students who are not able to be on campus during the days of voting, arrangements will be made available through the Vice President of Student Affairs.
  - 3.9.1. In the event the Vice President of Student Affairs is running for an executive position, any

other Executive may handle these arrangements, provided they are also not running for any position.

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## ARTICLE 8: REFERENDA

### 1. Referenda

- 1.1. A referendum of the student body may be called on any current or proposed issue or policy, aside from the existence of the Student Senate.
  - 1.1.1. A referendum may be initiated through any member of the Student Senate:
    - 1.1.1.1. by a two-thirds vote of the Student Senate, or
    - 1.1.1.2. by a petition containing the signatures of 15% of the student body (traditional undergraduate degree programs).
      - 1.1.1.2.1. A referendum topic submitted by petition from the student body may be blocked by a vote of 75% of the voting members of the Student Senate.
  - 1.1.2. A referendum must receive a two-thirds majority of votes cast from the voting population in order to be passed.
  - 1.1.3. The results of any referendum shall be binding on the Student Senate as long as a minimum of 25% of the student body (in traditional undergraduate degree programs) vote in the referendum.
  - 1.1.4. The Student Affairs Committee shall meet prior to holding the referendum voting to determine the wording and timing of the referendum. The Committee shall ensure that the wording of the referendum is clear and unambiguous. The Committee decision must be ratified by a two-thirds vote of the Student Senate.
  - 1.1.5. One week must be given for notification of the student body of the official referendum.
  - 1.1.6. Referendums shall be held with regular election voting unless the matter is more urgent or time-sensitive as determined by the Student Senate.
  - 1.1.7. Referenda voting procedure shall be followed pursuant to *Article 7, Section 3: Election Procedure*.
  - 1.1.8. The results of the referendum shall be made public and available to students immediately after its completion.
  - 1.1.9. A referendum of a similar topic may not be presented for 11 months after a referendum is decided.



1.1.10. No more than two referenda may be held per year.

1.1.10.1. Student Senate may request an exception from the Dean of Students.

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## **ARTICLE 9: STUDENT SENATE COMMITTEES**

### **1. Student Affairs Committee**

1.1. Purpose - One of the activities 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 shall serve as a mechanism to receive, discuss, and bring forward student concerns and interests to the Administration and Faculty.

### **1.2. Membership and Duties**

1.2.1. The Committee shall consist of the Vice President of Student Affairs, the Assistant to the Vice President of Student Affairs, at least one Student Academic Senator, and several students who are recommended by the Student Senate to be on the University Committees.

1.2.2. 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. A member of the Black Student Union must sit on the Student Affairs Committee, given that the Union is operating.

1.2.3. Committee membership can expand or decrease upon the recommendation of the Vice President of Student Affairs after consulting with the Student Senate.

1.2.4. Representatives shall be appointed by the Vice President of Student Affairs.

1.2.5. The Assistant to the Vice President of Student Affairs is responsible for taking minutes and distributing them to the members of the Committee and Senate.

1.2.6. The Committee is a part of the Student Senate and is accountable to it.

1.2.7. The Committee shall meet a minimum of once per semester at the discretion of the Vice President of Student Affairs.

1.2.8. The Committee shall seek out student concerns, discuss them, pursue them, and if necessary make recommendations to the Student Senate as to what solution is most desirable through the Vice President of Student Affairs.

1.2.9. The Committee shall bring student opinion on policies and other matters to the attention of Administration and Faculty via the Dean of Students.

### 1.3. Responsibilities

- 1.3.1. The Vice President of Student Affairs shall chair the meetings and prepare the agenda.
- 1.3.2. The Vice President of Student Affairs is responsible for bringing forward concerns to the Student Senate, Administration, and Faculty with attention to concerns pertaining to mature, international, commuter, and off campus students.
- 1.3.3. The Academic Senators are responsible for bringing forward student concerns pertaining to academics to the Academic Senate.
- 1.3.4. Every member representing the Student Senate on any University committee is responsible for bringing forward relevant concerns to their respective committees.
- 1.3.5. Prior to holding any referendum, the wording and timing must be determined by the Student Senate to ensure that the wording of the referendum is clear and unambiguous.
- 1.3.6. The committee shall be open to new ideas from the student body and serve as a resource for the development of these suggestions.

## 2. Finance Committee

- 2.1. Purpose: Given the large amount of funds entrusted to the Student Senate, the Finance Committee shall serve as a means to steward Student Senate funds and property, and ensure accountability between Student Senate funded clubs, the student body, the Vice President of Finance, and Student Senate itself.
- 2.2. Membership and Duties
  - 2.2.1. The Finance Committee shall consist of the Vice President of Finance, the Assistant to the Vice President of Finance, and, if appointed, the Student Senate Financial Assistant.
    - 2.2.1.1. The Student Senate Financial Assistant shall be the outgoing Vice President of Finance. Their job is to assist the incoming Vice President of Finance in understanding all financial policies and practices.
  - 2.2.2. The Vice President of Finance shall organize and chair these meetings.
  - 2.2.3. The Assistant to the Vice President of Finance is responsible for taking, formatting, and distributing minutes to the members of the Committee and Senate.
  - 2.2.4. The Finance Committee is part of the Student Senate and is accountable to it.
  - 2.2.5. The Finance Committee shall meet a minimum of once per semester.
  - 2.2.6. The Finance Committee shall discuss relevant financial matters and concerns regarding Student Senate funds.

2.2.7. The Finance Committee shall make recommendations to the Student Senate regarding financial matters and cannot grant any funds to any club, person, or cause without the approval and ratification of the Student Senate.

2.3. Responsibilities

2.3.1. Maintaining an inventory of all of the Student Senate's assets.

2.3.2. Keeping accurate Student Senate financial records for a period of seven years.

2.3.3. Maintaining the *Financial Policies* to hold Student Senate funded clubs and organizations accountable.

2.3.4. Simplifying and ensuring the efficiency and efficacy of the Student Senate budgetary process.

3. Communications Committee

3.1. Purpose: Through the Communication branch of Student Senate, the Communication Committee shall handle all of the communication of Student Senate as well as facilitate effective communication methods between the Administration, Faculty, Student Senate, and the student body.

3.2. Membership and Duties

3.2.1. The Communication Committee shall consist of the Vice President of Communication, the Assistant to the Vice President of Communication, and appointees from the student body (should Student Senate deem it necessary).

3.2.2. The Vice President of Communications shall organize and chair these meetings.

3.2.3. The Communications Committee is part of the Student Senate and is accountable to it.

3.2.4. The Communications Committee shall meet a minimum of once per semester.

3.2.5. The Assistant to the Vice President of Communications is responsible for taking, formatting, and distributing minutes to the members of the Communications Committee and Student Senate.

3.3. Responsibilities

3.3.1. Sharing knowledge valuable to the student body in whatever mediums it deems most effective, including, but not limited to: the use of *The Crown*, relevant Redeemer communications, email, letters, posters, Facebook, Instagram, etc.

3.3.2. Maintaining close communication with Administration and Faculty to keep informed of issues or problems being discussed within these groups, as well as ensuring that these groups are dealing with student concerns, problems, etc. This communication is accomplished through the Dean of Students.

- 3.3.3. Continually evaluate the effectiveness of communication methods employed and make strategic changes as necessary.

#### 4. Activities Committee

- 4.1. Purpose: The educational experience of students at any institution can be greatly enhanced through involvement in extracurricular, non-scholastic activities. Recognizing this, the Activities Committee can exist to provide the student body with such events. It shall organize, for the benefit of the student body, events, and activities that shall provide healthy and enjoyable outlets for the creative energy of students. Through such activities, the Committee hopes to:
  - 4.1.1. Foster a sense of community amongst the student body, and
  - 4.1.2. Foster excitement in students.
- 4.2. The Activities Coordinator may choose not to enact and organize an Activities Committee in any given academic year.
- 4.3. Membership and Duties
  - 4.3.1. The Committee shall consist of the Activities Coordinator, one or two first-year students and one or more students appointed by the Activities Coordinator.
  - 4.3.2. The Activities Coordinator shall facilitate and lead these meetings.
  - 4.3.3. The Activities Committee is a part of the Student Senate and is accountable to it.
  - 4.3.4. The Activities Coordinator shall organize regular meetings, oversee the organization and execution of all Activities Committee activities, and make reports on the actions of the Activities Committee to the Student Senate.
  - 4.3.5. The Activities Coordinator or a member appointed by the Activities Coordinator is responsible for taking and formatting minutes and distributing them to the members of the Activities Committee and Student Senate.
- 4.4. Responsibilities
  - 4.4.1. Making students aware of and encouraging participation in planned activities.
  - 4.4.2. Planning activities targeting a variety of student interests to maximize participation.
  - 4.4.3. Ensuring that a minimum of three events per term are organized and planned. Monthly is preferred and highly recommended.
  - 4.4.4. Being open to new activity ideas from the student body and serving as a resource for the development of these suggestions.

#### 5. Spiritual Events Committee

- 5.1. Purpose: The Spiritual Events Committee organizes, supports, and encourages the spiritual life of students at Redeemer University and promotes volunteer activities within and outside of the Redeemer community.
- 5.2. The Spiritual Events Coordinator may choose not to enact and organize a Spiritual Events Committee in any given academic year.
- 5.3. Membership and Duties
  - 5.3.1. The Spiritual Events Committee shall consist of the Spiritual Events Coordinator, one or two first-year students, and two or more students appointed by the Spiritual Events Coordinator.
  - 5.3.2. The Spiritual Events Coordinator shall organize and lead these meetings.
  - 5.3.3. The Spiritual Events Committee is a part of the Student Senate and is accountable to it.
  - 5.3.4. The Spiritual Events Committee shall meet a minimum of twice per month for prayer and discussion of relevant business.
  - 5.3.5. The Spiritual Events Committee shall work to support and ensure continuity from year to year in the various Spiritual groups on campus.
  - 5.3.6. The Spiritual Events Committee shall serve as a link, via the Dean of Students, between Student Senate and Student Life in matters of service or spiritual nature.
  - 5.3.7. The Spiritual Events Coordinator shall serve on relevant University committees as assigned or requested, which focus on the spiritual life of the Redeemer community. They must also strive to produce a unified vision between other ministry leaders on the Redeemer University campus.
- 5.4. Responsibilities
  - 5.4.1. Encouraging student participation in prayer, Bible study, and spiritual formation.
  - 5.4.2. Building awareness in the Redeemer community of service organizations and activities.
  - 5.4.3. Taking into consideration suggestions from the student body and serving as a resource for the development of these suggestions.
  - 5.4.4. Promoting evangelism and discipleship within and outside of the Redeemer community.
  - 5.4.5. As a general guideline, ensuring that at least one spiritual activity shall take place in each month of the academic year.

## 6. Ad Hoc Committees

- 6.1.1. The Student Senate may appoint ad hoc committees as deemed necessary. They shall operate

under the same rules as the Standing Committees.

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## **ARTICLE 10: STUDENT CLUBS AND ORGANIZATIONS**

### **1. Clubs and Organizations - General Requirements**

- 1.1. To be considered as a potential club or organization with official status, the club or organization must meet all of the following criteria at a minimum:
  - 1.1.1. All student clubs and organizations must actively support and promote the mission, vision, objects, purposes and attendant documents of Redeemer University.
  - 1.1.2. All student clubs and organizations must promote and reinforce the mission, objects and purposes, Constitution and Bylaws of the Student Senate.
  - 1.1.3. Only registered students at the University can go to Student Senate funded events, unless approved otherwise by the Student Senate, in consultation with the Dean of Students.
  - 1.1.4. All student clubs and organizations must provide students with diverse opportunities for involvement or activities which otherwise would not be available within the University.
  - 1.1.5. All student clubs must be open and available for a sizable portion of the student body. Student organizations have a different requirement.
  - 1.1.6. All student clubs and organizations must have:
    - 1.1.6.1. A current faculty or staff advisor who meets with club/organization leader(s) once per term at a minimum
    - 1.1.6.2. A club/organizer leader
    - 1.1.6.3. A club/organization mission and vision statement
    - 1.1.6.4. A plan for the activities and events of club/organization
  - 1.1.7. Student clubs and organizations are established to serve the student body of Redeemer University and are to be mindful that their activities may impact the reputation of the University in the broader community. As such, student clubs and organizations are not to engage in advocacy work, soliciting, distributing materials, or canvassing outside of Redeemer University's campus. This restriction shall not apply to students acting in their individual capacities or working with an external organization and not as part of the applicable student club or organization.

- 1.1.8. The activities of student clubs and organizations shall be confined to Redeemer University's campus. The exceptions to this requirement are:
    - 1.1.8.1. Student clubs or organizations that provide service or assistance to individuals, groups or organizations that are not on Redeemer University's campus.
      - 1.1.8.1.1. An example of this could be a student club whose primary activities involve serving and helping seniors in a retirement facility located off-campus.
    - 1.1.8.2. Student clubs or organizations that provide recreational activities that occur off campus.
      - 1.1.8.2.1. An example of this could be a student club who organizes hiking opportunities for students at hiking or walking trails off-campus.
  - 1.1.9. Meeting all of these requirements does not automatically mean the club or organization will be approved. Final approval of a club or organization shall be at the discretion of the Clubs Committee, in consultation with the Student Senate, taking into consideration not only the University's mission and vision, but also budgetary considerations.
2. Approval Process: The approval process for giving official status to a proposed student clubs or organizations shall be as follows:
    - 2.1. All clubs and organizations must renew their status with Student Senate each academic year.
    - 2.2. The potential student club or organization shall submit an application to the Clubs Coordinator.
      - 2.2.1. The Clubs Coordinator will provide an initial review of the application and, if needed, will work with the application submitters to finalize the application to meet the qualifications of a club application.
      - 2.2.2. When finalized, the Clubs Coordinator will officially submit the application to the Dean of Students.
    - 2.3. The application must involve, at a minimum, the following details:
      - 2.3.1. Name: Proposed name of student club or organization
      - 2.3.2. Purpose: Purpose of club/organization
      - 2.3.3. Objectives: The goals of club/organization
      - 2.3.4. Need: Please explain the need for this club/organization
      - 2.3.5. Audience: Intended audience for club/organization
      - 2.3.6. Leadership: Leader(s) for this club/organization

- 2.3.7. Advisor: Identify the faculty/staff person that has agreed to serve as an advisor to this potential club
  - 2.3.8. Calendar: Proposed activities/events/operations/calendar of this club/organization
  - 2.3.9. Costs: Anticipated budgetary needs of this club/organization
  - 2.3.10. Other: Include other details about the anticipated operations and functioning of this club/organization
  - 2.4. The application will be reviewed by the Student Clubs Committee and a decision made by that committee to approve the application, deny the application, or request further information and/or a revision to the application.
    - 2.4.1. The Student Senate Clubs Committee will be composed of the following members.
      - 2.4.1.1. *Student Senate Representatives*: Clubs Coordinator and another Executive Senator.
      - 2.4.1.2. *Institution Representatives*: Dean of Students and one other faculty designate.
    - 2.4.2. The Dean of Students will chair the committee.
  - 2.5. The Clubs Coordinator will communicate the decision regarding the application
    - 2.5.1. The options for decision will be:
      - 2.5.1.1. The application is approved.
      - 2.5.1.2. The application needs further information, discussion, and/or revision.
      - 2.5.1.3. The application is denied.
  - 2.6. If the application is approved, the student club or organization will be granted official status.
    - 2.6.1. The Clubs Coordinator will ensure that the club or organization completes and signs a Club Leader Agreement within two weeks of approval.
  - 2.7. If the application is denied, the applicant will be provided with notice of the denial. The decision of the Student Clubs Committee is final in this regard for that academic year.
  - 2.8. If the application is deemed incomplete, the applicant will be notified of the request for additional information or request to revise the application. They will be provided with 5 business days to submit an updated application to the committee. After this, the committee will resume deliberations on the application within two weeks of receiving the requested information.
3. All student clubs and organizations who have received official status shall be required to sign a Student Club/Organization Leader Agreement annually, by or before the final day in September, or when approved.



Failure of the student club/organization to sign and submit this agreement within the required time period shall result in the lapsing of the club or organization's approved status.

4. Official status of every club/organization must be renewed annually at the beginning of the year. New club leaders are subject to approval of the Student Senate and Dean of Students. Conflicts of interest must be addressed.
5. The Clubs Coordinator may remove club/organization leaders if there are concerns about their leadership.
  - 5.1. Removal must involve prior consultation with and approval from the President and the Dean of Students
6. Only student clubs and organizations that have received official status are eligible for funding from Student Senate
  - 6.1. Budget requests must be submitted to the Student Senate and follow *Student Senate Financial Policies*.
  - 6.2. Student Senate will determine and distribute funding.
  - 6.3. The Student Senate shall have ultimate financial control over all funds that are allocated to clubs and organizations with official status. Student Senate has the right and responsibility to address financial concerns related to the operation and activities of clubs and organizations.
    - 6.3.1. If club or organization leaders fail to sign their yearly contracts, they will be unable to have funding from the Student Senate until the contract is submitted.
7. Financial Policies Regarding Clubs and Organizations
  - 7.1. Financial policies are found in Student Senate's *Financial Policies*. Student Senate shall make these policies available to all students on the Student Senate section of the Redeemer App and website
  - 7.2. Financial support is only available for clubs and organizations with official status. The Student Senate has the right to approve or deny financial requests.
  - 7.3. The funding of clubs and organizations is subject to the criteria found in these Bylaws, the Student Senate constitution and all related university policies and financial policies.
8. Faculty Staff Sponsorship and Advising For Official Clubs and Organization
  - 8.1. Every student club or organization with official status must have a current faculty or staff advisor
  - 8.2. The role of the faculty/staff advisor involves:
    - 8.2.1. Being the club/organization's contact with university administration via the Dean of Students.
    - 8.2.2. Providing continuity for the club/organization from year to year.

8.2.3. Providing mentoring and support for club/organization leadership.

8.2.4. Meeting with club leader(s) once a term at a minimum and as needed.

8.3. If a student club or organization leader fails to maintain its relationship with the approved faculty or staff advisor and does not find a new advisor within one month of the original advisor stepping out of this role, Student Senate will remove official status from the club or organization. It must be communicated to the Student Senate Clubs Coordinator who the new advisor is.

## 9. Section 4: Student Club and Organization Leaders

9.1. Student club and organization leaders must be a current, registered, full-time student in a traditional undergraduate degree program who is in good standing with the university.

9.2. Student club and organization leaders must be listed in the application for official status. This is how leaders are approved.

9.3. The key responsibilities of the club or organization leader(s) are as follows:

9.3.1. Providing leadership and continuity for the club or organization

9.3.2. Communicating with the Clubs Coordinator

9.3.3. Ensuring that the club or organization adheres to its mandate and budget

9.3.4. Meeting with the faculty/staff advisor once per term (at a minimum) and as needed

9.3.5. At the discretion of the Student Senate, if a student club or organization leader fails to fulfill these responsibilities, either a new leader shall be found for the student club/organization or the Student Senate will remove official status from the club or organization and thus disband any funding.

## 10. Dissolution Of Clubs and Organizations

10.1. Student Senate may, upon recommendation of the Clubs Coordinator and/or the Dean of Students, dissolve a student club or organization for any of the following reasons:

10.1.1. Lack of membership and/or interest in the student club or organization

10.1.2. Violation of the *Student Club/Organization Agreement*

10.1.3. Behavior that is unbecoming of a Student Senate sponsored student club or organization

10.1.4. Financial mismanagement of funding provided by Student Senate

10.1.5. Violation of any aspect of the details articulated in the Student Senate constitution and Bylaws

- 10.1.5.1. The Dean of Students must be made aware of this decision before any communication is given to the group about being dissolved.
- 10.2. Student Senate and/or the university reserves the right and the responsibility to dissolve or to remove official status from any student club or organization for any other reason that undermines, violates, or negatively affects and/or hinders the University community and the mission, vision and attendant documents of the University.
- 11. The Naming of Clubs and Organizations
  - 11.1. Groups approved by the Student Senate may be given different names than “(name) Club.” There are three different types of groups.
    - 11.1.1. The three different groups are “Club”, “Organization” and “Team”.
      - 11.1.1.1. Club: refers to a group of individuals who share a common interest, purpose, or activity and have come together voluntarily to pursue and promote that interest. The club may have a specific focus, such as a hobby, recreational activity, or intellectual pursuit.
      - 11.1.1.2. Organization: refers to an organized body or association formed by a group of individuals who share a common goal, aim, or background.
      - 11.1.1.3. Team: refers to a group of individuals who collaborate and work together towards a common goal or objective, often in the context of competitive sports or activities.
    - 11.1.2. The decision on the naming of the group can be decided by the group proposing themselves to the Student Senate, or the Student Senate Club Proposal Committee.
      - 11.1.2.1. The final decision on the type of the group shall be rendered by the Student Senate Clubs Committee.

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## **ARTICLE 11: SPECIAL OFFICERS OF THE STUDENT SENATE**

- 1. General Requirements
  - 1.1. All Officers of the Student Senate and those paid an honorarium by the Student Senate are expected to model a Christian lifestyle and adhere to Redeemer’s confessional tradition as exemplary students of Redeemer University, displaying Christian love and leadership, as well as a respect for the University policy and standards as articulated in the Policy on Life and Conduct, the Student Conduct Code and attendant documents. If it becomes evident that an Officer of the Student Senate

or a person paid an honorarium by the Student Senate is not performing their duties as outlined in the applicable Constitution and contract, the Student Senate reserves the right to take action. Actions include the Student Senate reprimanding and, if necessary, revoking honoraria for the month in which the requirements were not met. This decision will be made by the Executive team, in consultation with the Dean of Students. The Executive must vote with a three-fourths majority vote.

- 1.2. A replacement must be found within 30 days for officers no longer serving in their roles.
  - 1.3. The information regarding honoraria for the “Officers of the Senate” may be found in the Student Senate Financial Policies. It is still under the authority of the Student Senate Constitution and Bylaws.
2. The Editor of Anno Domini
    - 2.1. The Editor of Anno Domini is responsible to and paid an honorarium as outlined in the Student Senate Financial Policies.
    - 2.2. The Editor of Anno Domini shall be responsible for the operations of Anno Domini.
    - 2.3. Advertising for the position shall commence by March 1<sup>st</sup> at the latest.
    - 2.4. Interviews for the incoming Editor of Anno Domini shall be conducted by the outgoing Editor of Anno Domini and the Vice President of Communications.
    - 2.5. The Editor of Anno Domini shall be in charge of staffing Anno Domini.
    - 2.6. Wages, length of term, and other information are defined in the Constitution of Anno Domini.
  3. Editor-in-Chief of The Crown
    - 3.1. The Editor-in-Chief is responsible to the Student Senate. They will be paid an honorarium as outlined in the Student Senate Financial Policies.
    - 3.2. The Editor-in-Chief of The Crown shall be responsible for the management of the newspaper and its compliance with the Constitution of The Crown.
    - 3.3. Advertising for the position shall commence by March 1<sup>st</sup> at the latest.
    - 3.4. Interviews for the Editor-in-Chief of The Crown shall be conducted by the Vice President of Communications and the outgoing Editor-in-Chief of The Crown.
    - 3.5. Once interviews are completed, the interviewing Committee shall make one or two recommendations via written report to the Student Senate as to who should be Editor-in-Chief. At its earliest convenience, the Student Senate shall debate and vote on the candidates, based on the recommendations from the Vice President of Communications.
    - 3.6. Following the appointment of the incoming Editor-in-Chief, applications for all other *Crown*

positions shall be processed by the incoming Editor-in-Chief and the Vice President of Communications. The date of release of these applications is determined by the Editor-in-Chief with the guidance of the Vice President of Communications. Staffing decisions must be finalized by the end of September.

3.7. Wages, length of term, and other information are defined in the Constitution of *The Crown*.

#### 4. Media Team Leader

4.1. The members of the Media Team shall supply photographs and videos to the Senate Publication Teams.

4.2. Advertising for the position shall commence by March 1<sup>st</sup> at the latest.

4.3. Interviews for Media Team Leader shall be conducted by the Vice President of Communications and one other member of the Student Senate Executive.

4.4. Following the appointment of the Media Team Leader, applications for all other Media Team positions shall be processed by the incoming Media Team Leader and the Vice President of Communications.

4.5. Wages, length of term, and other information are defined in the Constitution of the Student Senate Media Team.

#### 5. Academic Senators

5.1. Honoraria for the Academic Senators is outlined in the Student Senate Financial Policies.

5.2. The term of each Academic Senator is two consecutive years.

5.3. The incoming Academic Senator must remain a student for both academic years of their term to ensure that they can fulfill their two-year term.

5.4. The Academic Senators must have a minimum CGPA of 9.50 upon applying.

5.5. The incoming Academic Senator shall be nominated, interviewed, and approved by the Student Senate before the commencement of their two-year term.

5.5.1. Nominations for Academic Senators must be approved by the Dean of Students.

5.6. Based on the applications, the Student Affairs Committee shall make up to three recommendations to the Student Senate as to who should be the Academic Senator nominee. The Student Senate shall interview the candidates and shall vote on whether or not to nominate one of the recommended candidate(s).

5.7. The Academic Senators are responsible for representing students on the Redeemer University's Senate and for obtaining student input on relevant issues.

- 5.8. At least one Academic Senator shall make a report which summarizes the ex-camera portion of the latest Senate meeting to the Student Senate after each Senate meeting.
  - 5.9. At least one Academic Senator shall serve on the Student Affairs Committee.
  - 5.10. The Academic Senators shall be responsible for receiving student concerns through their email and website contacts.
  - 5.11. Payment for Academic Senators shall be paid in alignment with Redeemer’s payroll protocols. If an Academic Senator fails to complete their services to the Student Senate, their payment will be revoked for that semester.
6. Ad Hoc Officers
    - 6.1. The Student Senate may appoint other officers of the Senate as deemed necessary. The honorarium, term, and requirements of any ad hoc officer position shall be determined by the Student Senate at a regular meeting.
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## **ARTICLE 12: HONORARIA**

1. All honoraria are stated within the Student Senate Financial Policies document.
  - 1.1. The Financial Policies Constitution cannot be changed unless there is a two-thirds majority vote of the Student Senate, and a one-week notice must be given.
  - 1.2. All Student Senate honoraria is required to be re-evaluated by the President and the Dean of Students annually, or when deemed necessary. Honoraria increases are outlined in the Student Senate Financial Policies.
    - 1.2.1. The phrase “when deemed necessary” is implied when one or more of the following occur:
      - 1.2.1.1. When Bylaw reviews deem the change necessary.
      - 1.2.1.2. When the role of a Senator changes substantially.
      - 1.2.1.3. In consultation with the Dean of Students.
  - 1.3. Should a Senator fail to meet their role requirements as outlined in the Student Senate Bylaws, his or her honoraria shall be withheld for the period/month in which the requirements were not met. The Executive members, along with the Dean of Students, shall meet to discuss the issue and follow all relevant Bylaws in this document and ensure that the senator receives proper communication regarding the situation.

- 1.4. Should any person work for only a portion of the academic year for which they were hired, appointed, or elected, they shall be paid the honorarium relative to the number of months of service completed.
- 1.5. Honoraria payment shall be handled through the relevant University department (ie. Payroll).
2. By accepting their position as a Senate member, each individual acknowledges and agrees to be bound by the terms of their contract signed upon taking office.

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## **ARTICLE 13: COMMUNICATION, AVAILABILITY, CONTINUITY**

### 1. Office Hours

- 1.1. The Student Senate Office shall be open from 9:00 AM - 4:00 PM Monday to Friday, excluding Chapel hour on Wednesdays, except in extenuating circumstances. A Student Senate member shall be present whenever the office is open.
  - 1.1.1. Student Senate members in the Activities Council are required to serve a minimum of three hours per week in the Student Senate Office.
  - 1.1.2. Executive Senators are required to serve a minimum of four hours per week in the Student Senate Office.

### 2. Minutes

- 2.1. Minutes without *in-camera* notes shall be accessible through the Student Senate website or the Redeemer App.
- 2.2. All Student Senate meeting minutes documents must be stored in the Student Senate Google Drive under the Vice President of Communications' folder. If there is a drive created for a specific academic year, minutes from that year must be stored there. All of these documents must be properly labeled with the date of the meeting and the type of meeting (Executive Activities Council, etc.).
- 2.3. When a new academic year starts, the meeting minutes from the previous year should be archived or removed from the Redeemer App and/or Student Senate website.

### 3. Manuals And Student Senator Files

- 3.1. Each Senator shall maintain neat and thorough records in digital copy on the shared Student Senate Google Drive, and if necessary, in hard copy within a binder.
- 3.2. Each Student Senator shall update and revise these files throughout the year for the benefit of his or her successor. These files should include: instructions on how to perform responsibilities, updated

information for relevant contact persons, timelines, blank forms, and all information that shall prove helpful for future Student Senate members. These files shall be passed to the incoming Student Senators at the time of succession. It is sufficient for these duties to be done through the annual updating of the continuity document.

- 3.3. The Vice President of Communications must deem records appropriate and complete. Should a Student Senator fail to provide sufficient records for their position, they shall forfeit their last month's honorarium.

#### 4. Technology

- 4.1. The Student Senate shall 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 as outlined in the Technology Agreement.

#### 5. Training

- 5.1. Training of incoming Student Senators shall take place immediately after the election results are made public. It is the final responsibility of the outgoing Student Senators to ensure that the incoming Student Senators are adequately trained and confident that they are well-informed and prepared for their upcoming term.

- 5.1.1. The incoming Student Senators shall be required to attend scheduled Student Senate meetings from the time they are elected until the end of the academic year.

- 5.1.2. Incoming Student Senators must meet for a total minimum of one hour with their outgoing counterparts outside of the weekly meetings and Vision Meeting before the end of the academic year.

- 5.2. All elected Senators must be present at the Student Senate Training Week. This takes place the week before the Fall semester begins. During this period, the President is to train all elected Senators on Student Senate policies and procedures and the duties of each individual role, as well as foster a positive bonding experience among the members of the Student Senate.

- 5.2.1. In the event a senator has conflicts within their schedule, the Senator must let the President know about their unavailability at earliest convenience, and then notify the Dean of Students. Senators can be exempted from this requirement by the Dean of Students, upon presenting a valid reason.

#### 6. Consistency of Communication Guide

- 6.1. The Student Senate shall ensure that all communications are uniform with the Student Senate's image and vision through the maintenance of the Student Senate Style Guide.

#### 7. Vision Meeting



- 7.1. At the end of each academic year, the outgoing Student Senate and the incoming Student Senate shall meet to formulate the vision for the upcoming academic year. The outgoing Student Senators shall describe their vision, what they have or have not accomplished, what they learned, and assist the incoming Student Senate in the continuation and furthering of this vision.
8. Regular Communication Reports
  - 8.1. The Student Senate will communicate regularly with the student body its initiatives, activities, and other relevant information. These reports shall be administered and distributed by the President and Vice President of Communications.
    - 8.1.1. These reports shall be done monthly.
9. Continuity Reports And Documents
  - 9.1. In the month of March, the Vice President of Communications will distribute continuity reports to all student senators for revision and changes, if needed. The Vice President of Communications will organize a deadline for these revisions, and all student senators must have their changes completed by that deadline.
  - 9.2. Student senators who did not update their continuity document by the assigned date will have their honoraria revoked for the final month of their term.
  - 9.3. The incoming or outgoing Vice President of Finance shall collect Student Senate financial documents from the Finance Office for record keeping at the very end of the academic year.