

CONSTITUTION OF THE REDEEMER UNIVERSITY COLLEGE STUDENT SENATE

Revised and Updated March 2017
Date of Effect: May 1st 2017

ARTICLE 1: NAME

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

ARTICLE 2: PREAMBLE

- 2.1. The Redeemer University College 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 represents the student body. With this in mind, the Student Senate seeks to ensure that all members of 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.
- 2.3. The Student Senate shall strive to work towards mutual co-operation with the President, Dean of Students, and the administration. Together we shall serve as a means to foster and nurture all aspects of student life in supporting the confessional direction of Redeemer University College as outlined in the Redeemer University College Statement of Beliefs and Principles.
- 2.4. In its leadership position, the Student Senate derives its authority from the student body and thus is primarily responsible to it for its actions. As well, recognizing the authority of the President of Redeemer University College, the Student Senate shall make every effort to work harmoniously with the Administration.

ARTICLE 3: MEMBERS

- 3.1. The membership of the Senate shall consist of the duly elected members, four of which shall be Executive members (President; Vice-President of Student Affairs; Vice-President of Finance; and Vice-President of Communication), two of which shall be Committee Chairs (Activities Committee Chair; and the Spiritual Activities and Services Committee Chair), two of which shall be General Senators (Clubs Coordinator; and Mature, International, Commuter, and Off-Campus Students Representative), as well as three First-Year Senators appointed from the first-year class.
- 3.2. The student body shall elect the four members of the Executive within two weeks of the end of the February Reading Break, and shall elect two General Senators and two

Committee Chairs in the two weeks following the completion of the Executive elections. The First-Year Senators shall be appointed in early September to serve that year.

- 3.3. All full-time Redeemer University College students are eligible for election to the Senate.
 - 3.3.1. The President must be entering his or her third, fourth, or fifth year when taking office, and must have served on Student Senate in the past.
 - 3.3.2. If no former member of 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.
 - 3.3.3. All members of the Executive must have been enrolled in a full time course load at Redeemer University College for an entire academic year before taking office and during their year in office.
 - 3.3.4. Student Senate members elected in the regular spring elections shall take office the day after the last exam of the second semester.
 - 3.3.5. The Student Senate members appointed at other times of the year shall cease to be in office on the same date as the rest of the Student Senate.
 - 3.3.6. The newly elected or appointed Senate members shall attend the current Senate meetings.
 - 3.3.7. All Student Senate Executive and Committee Chair members must be in good academic standing with a minimum CGPA of 6.00. All Student Senate non-Executive and non-Committee Chair members must have a minimum CGPA of 5.00.

ARTICLE 4: MEETINGS

- 4.1. The Student Senate shall meet at least once preceding the commencement of the academic year and meet once per week during the academic year, except during exams, holiday breaks, and reading break, or in the case of inclement weather when the University is closed. The President may cancel any meeting at his or her discretion.
- 4.2. Meetings shall be publicly announced in advance and shall be open to all members of the Redeemer University community.

ARTICLE 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 By-Laws appended to this constitution. The Student Senate shall appoint other ad hoc committees if they become necessary.
 - 5.1.1. All students are eligible for membership on Student Senate Committees. Any member of the Redeemer community, including him or herself, may nominate a student. All Committee appointments are subject to approval by the Student Senate.
 - 5.1.2. All Committees of the Student Senate shall regularly present reports to the Student Senate regarding all of their activities.
- 5.2. Student appointments to any Redeemer Committee outside of the Student Senate shall be endorsed by the Student Senate President with the guidance of the Dean of Students.
 - 5.2.1. All students on Redeemer Committees representing the student body and chosen by the Student Senate shall communicate regularly with the Vice-President of Student Affairs.

ARTICLE 6: AMENDMENT

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

BY-LAWS OF THE REDEEMER UNIVERSITY COLLEGE STUDENT SENATE

Revised and Updated March 2017
Date Affected: May 1st 2017

ARTICLE 1: COMPOSITION, QUALIFICATIONS, IMPEACHMENT POWER

Section 1 Student Senate Membership

The Student Senate shall be composed of: the President; Vice-President of Student Affairs; Vice-President of Finance; Vice-President of Communication; Spiritual Activities and Services Committee Chair; Activities Committee Chair; Clubs Coordinator; Mature, International, Commuter, and Off-Campus Students Representative; and three First-Year Senators.

Section 2 Senator Qualifications and Responsibilities

PRESIDENT

- a. The President shall serve as the chairperson and Chief Executive Officer of the Student Senate.
- b. The President shall oversee all activities planned by the Student Senate.
- c. The President shall act on behalf of the student body as its representative in official capacities.
- d. The President shall provide leadership and direction toward progress in the improvement and maintenance of school spirit and activities.
- e. The President shall provide leadership and encouragement to the other Senators and create a productive, positive, and motivated atmosphere within Student Senate.
- f. The President shall work to build connections between other colleges and universities in order to represent the student body and develop and maintain inter-institutional initiatives and resources for students.
- g. The President shall work to build connections between community partners and Redeemer students to provide students with external opportunities and resources.
- h. The President, alongside the Vice-President of Communication, shall be responsible for ensuring complete documentation, filing, and general upkeep of Student Senate records.
- i. The President shall meet with the Dean of Students a minimum of once per week.
- j. The President shall meet with the University President a minimum of once per semester.
- k. The President shall have financial signing authority with the Vice-President of Finance.
- l. The President shall serve as a resource person on the Board of Governors.
- m. The President shall serve on the University Discipline Committee and other committees as requested by the University President's Office.
- n. The President shall represent the Student Senate on Redeemer's Budget Planning Committee, or shall share this responsibility with or delegate it to another Executive Senator.

- o. The President shall serve as an *ex-officio* member of all Senate standing and ad hoc committees.
- p. The President shall keep record of all of his or her activities for the reference of future Presidents.
- q. The President shall work for and represent the Student Senate during the summer following appointment into the position, provided that work is needed.
- r. The President shall be paid \$16 per hour for up to 150 hours during the summer, 30 hours of which must be completed 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.
- s. The President shall be paid with funds from the leftover budget of the previous year. If there are not enough funds left, payment may be taken from the next year's budget.

VICE-PRESIDENT OF STUDENT AFFAIRS

- a. The Vice-President of Student Affairs shall support the President in providing leadership and direction to the Student Senate and meet on a monthly basis to discuss leadership and direction within Student Senate.
- b. 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 within thirty days.
- c. The Vice-President of Student Affairs shall actively seek-out, receive, and bring student concerns to Senate, Administration, and Faculty.
- d. The Vice-President of Student Affairs shall monitor the changes, policies, and concerns being dealt with by the Administration and/or Faculty. He or she shall regularly communicate with Administration and Faculty members to receive updates regarding how student concerns are being resolved, and shall report this information to Student Senate.
- e. The Vice-President of Student Affairs shall be responsible for organizing the various elections and referenda. If the Vice-President of Student Affairs is running for election to the Senate again, he or she is responsible to find a capable Senator to coordinate the elections.
- f. The Vice-President of Student Affairs shall organize a minimum of one Student Panel Discussion per semester. The Panel Discussions will focus on student concerns and visions for Redeemer University.
- g. 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 on the Discipline Appeals Committee.
- h. The Vice-President of Student Affairs shall negotiate and oversee the transportation contracts and services of Student Senate.
- i. 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.

VICE-PRESIDENT OF FINANCE

- a. The Vice-President of Finance shall supervise and manage all of the Student Senate financial books and affairs.
- b. 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 for all club leaders prior to the annual Senate Budget Meeting.
- c. The Vice-President of Finance shall provide quarterly financial reports along with an annual report at the end of the academic year to be distributed amongst Student Senate and made available to the student body alongside the Student Senate meeting minutes.
- d. The Vice-President of Finance and the President of the Student Senate shall have financial signing authority.
- e. The Vice-President of Finance shall chair the Student Senate Finance Committee.
- f. The incoming and outgoing Vice-Presidents of Finance should facilitate the changes of all passwords and combinations annually, including but not limited to the office safe, the cash lockbox, the office computer, and any social media accounts. 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.
- g. The Vice-President of Finance shall keep record of all of his or her activities for the reference of future Vice-Presidents of Finance.

VICE-PRESIDENT OF COMMUNICATION

- a. The Vice-President of Communication shall oversee the Communication and Information branch of Student Senate.
- b. The Vice-President of Communication shall handle all major Senate correspondence, including updates on Senate's activities in *The Crown* and *Time-Out*. Also, the Vice-President of Communication, alongside the Student Senate President, shall handle the sending of letters and cards to administration, students, faculty, and the greater community as necessary.
- c. The Vice-President of Communication shall organize and chair the Communications Committee.
- d. The Vice-President of Communication shall oversee the process of Faculty Evaluations.
- e. The Vice-President of Communication 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.
- f. The Vice-President of Communication shall be responsible for the consistency of the image of Student Senate. All communicative materials must adhere to the standard established by the Communication Committee.
- g. The Vice-President of Communication shall establish the agenda and record the minutes of Student Senate meetings.
- h. The Vice-President of Communication shall collect Student Senate standing and ad hoc Committee minutes, ensure their proper formatting, and append them to Student Senate's weekly minutes.

- i. The Vice-President of Communication shall maintain and keep up to date Student Senate's online presence and bulletin board.
- j. The Vice-President of Communication shall compile Student Senate's Annual Report.
- k. The Vice-President of Communication shall keep record of all of his or her activities for the reference of future Vice-Presidents of Communication.

ACTIVITIES COMMITTEE CHAIR

- a. The Activities Committee Chair shall chair the Activities Committee and keep appropriate record of events for future reference.
- b. The Activities Committee Chair shall report to Student Senate on behalf of the Activities Committee.
- c. The Activities Committee Chair shall provide leadership and coordination of all events planned by the Activities Committee.
- d. The Activities Committee Chair shall meet with the Student Life First-Year Experience Coordinator a minimum of once per month.
- e. The Activities Committee Chair shall write a year-end review of the Activities Committee for the Annual Report, stating the vision the Committee had for the year and listing what it hoped to accomplish, accomplished, and did not accomplish.

SPIRITUAL ACTIVITIES AND SERVICES COMMITTEE CHAIR (SASC)

- a. The name of this position shall be the Spiritual Activities Committee Chair. It shall hereby be referred to as the Spiritual Activities Committee Chair or the SASC Chair.
- b. The SASC Chair shall chair the Spiritual Activities and Services Committee and keep appropriate record of events for future reference.
- c. The Spiritual Activities and Services Committee Chair shall report to Student Senate on behalf of the Spiritual Activities and Services Committee.
- d. The Spiritual Activities and Services Committee Chair shall regularly meet with a Redeemer Chaplain.
- e. The SASC Chair shall write a year-end review of the Spiritual Activities and Services Committee for the Annual Report, stating the vision the committee had for the year and listing what it hoped to accomplish, accomplished, and did not accomplish.

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

CLUBS COORDINATOR

- a. The Clubs Coordinator shall be the contact and resource person for all clubs - including all student publication clubs, the Recreation Centre, and Photography Team. He or she shall provide leadership for these groups in order to ensure their continuation and success.
- b. The Clubs Coordinator shall organize and execute a Club Showcase in September and January to make students aware of clubs they may join.

- c. The Clubs Coordinator shall report to Student Senate on these clubs a minimum of once per semester.
- d. The Clubs Coordinator shall meet a minimum of once per semester with the leaders of the clubs under his or her jurisdiction. He or she shall communicate with the leaders of such clubs throughout the summer as necessary and throughout the academic year.
- e. The Clubs Coordinator shall serve on the Student Senate Finance Committee and shall chair it in the absence of the Vice-President of Finance.
- f. The Clubs Coordinator shall oversee the hiring of all publications, Recreation Centre, and Photography staff.
- g. The Clubs Coordinator shall oversee the maintenance and enforcement of the various constitutions of the clubs under his or her position.
- h. The Clubs Coordinator shall record all of his or her activities for the reference of future Club Coordinators.

MATURE, INTERNATIONAL, COMMUTER AND OFF-CAMPUS STUDENTS (MICOS) REPRESENTATIVE

- i. The name of this position shall be the Mature, International, Commuter, and Off-Campus Students Representative. It shall hereby be referred to as the MICOS Representative.
- j. The MICOS Representative shall meet a minimum of once per month with the Mature, International, Commuter, and Off-Campus Student Advisors in consultation with Student Life.
- k. The MICOS Representative shall be responsible for addressing any concerns that are raised by the Mature, International, Commuter, and Off-Campus students and shall ensure that their concerns are addressed through Student Senate and/or Student Life.
- l. The MICOS Representative shall serve on Student Senate's Student Affairs Committee and shall chair it in the absence of the Vice-President of Student Affairs.
- m. The MICOS Representative shall carry through two formal surveys, one per semester, that analyze the wants, needs, and concerns of the MICOS demographic.
- n. The MICOS Representative shall record all of his or her activities for the reference of future Mature, International, Commuter, and Off-Campus Students Representatives.

FIRST-YEAR SENATORS - *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. The First-Year Senators shall be responsible for communicating to first-year students the role of the Student Senate.*

In consultation with the Student Senate Executive Appointment Committee, the First-Year Senators shall be assigned to the positions of Assistant to the Vice-President of Communication, Assistant to the Vice-President of Student Affairs, and Assistant to the Vice-President of Finance.

ASSISTANT TO THE VICE-PRESIDENT OF COMMUNICATION

- a. The Assistant to the Vice-President of Communication shall assist the Vice-President of Communication in his or her duties.
- b. The Assistant to the Vice-President of Communication shall serve on the Communication Committee.

- c. The Assistant to the Vice-President of Communication shall take minutes and set the agenda for the Communication Committee in consultation with Vice-President of Communication.
- d. The Assistant to the Vice-President of Communication shall ensure the cleanliness and maintenance of the Student Senate Office.
- e. At the discretion of the President and Vice-President of Communication, the Assistant to the Vice-President of Communication shall review and edit the Student Senate minutes of the previous meeting before each meeting.
- f. The Assistant to the Vice-President of Communication shall write a year-end review for the Communication Committee for the Annual Report, stating the vision the committee had for the year and listing what it hoped to accomplish, accomplished, and did not accomplish.

ASSISTANT TO THE VICE-PRESIDENT OF STUDENT AFFAIRS

- a. The Assistant to the Vice-President of Student Affairs shall assist the Vice-President of Student Affairs in his or her duties.
- b. The Assistant to the Vice-President of Student Affairs shall serve on the Student Affairs Committee.
- c. 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.
- d. The Assistant to the Vice-President of Student Affairs shall write a year-end review for the Student Affairs Committee for the Annual Report, stating the vision the committee had for the year and listing what it hoped to accomplish, accomplished, and did not accomplish.

ASSISTANT TO THE VICE-PRESIDENT OF FINANCE

- a. The Assistant to the Vice-President of Finance shall assist the Vice-President of Finance in his or her duties.
- b. The Assistant to the Vice-President of Finance shall serve on the Student Senate Finance Committee.
- c. The Assistant to the Vice-President of Finance shall take minutes and set the agenda of the Student Senate Finance Committee in consultation with the Vice-President of Finance.
- d. The Assistant to the Vice-President of Finance shall write a year-end review for the Finance Committee for the Annual Report, stating the vision the Committee had for the year and listing what it hoped to accomplish, accomplished, and did not accomplish.

Each First-Year Senator shall serve on the Activities Committee or Spiritual Activities and Services Committee as appointed by the Student Senate Executive Appointment Committee. They shall record all of their activities for the reference of future First-Year Senators.

Each First-Year Senator shall assist in the organization of the Student Senate inventory at least once per year. They shall keep an updated record of Student Senate inventory during the academic year.

The First-Year Senators shall work together to host a University-wide fundraiser in the second semester of the current academic year, for a cause determined annually by the Student Senate. The fundraiser shall not conflict with any other fundraisers during that time. The First-Year Senators are expected to consult the Student Senate prior to executing the fundraiser.

Section 3 Impeachment Power

Senators will be impeached if they are not fulfilling their job descriptions as outlined in the Constitution and By-Laws of the Student Senate or are not living in a Christian lifestyle as described in the Redeemer Code of Conduct.

1. All Senate members are expected to model a Christian lifestyle as exemplary students of Redeemer University College, displaying Christian love and leadership, as well as a respect for University rules as written in Redeemer's Code of Conduct.

If a Student Senator is not completing their duties as found in the Student Senate Constitution they will have impeachment proceedings brought against them.

2. If it is discovered that a Senator is not fulfilling their duties or meeting set expectations, the Student Senate President shall call an executive meeting, including the Dean of Students, to determine which is the appropriate response, ranging from a verbal warning to impeachment proceedings. If impeachment proceedings are deemed necessary, the Senator in question will have been notified of their charges in writing a minimum of 5 days before the executive meeting in order to prepare their response to the charges put forward. The Senator in question will then have the opportunity to represent themselves at the meeting. If the President and members of the Executive feel that impeachment proceedings should take place they will be initiated in the presence of the Senator in question.

An impeachment vote will take place at the next regularly scheduled Student Senate meeting. As chair of the meeting, the Student Senate President will explain the reasons why the impeachment vote is taking place and the Senator in question will have the opportunity to represent themselves. Alternatively, if the Student Senator in question does not want to represent themselves, the president will then represent them. The Student Senate will go into an *in camera* portion to discuss impeachment as well as to vote on the impeachment motion. If two-thirds of the Student Senate vote in favour of the motion, the Senator will be impeached. In the event that the impeachment vote passes, there will be a by-election which will take place under Article III Section 5.

In the event that the Senator in question is the Student Senate President, the Vice President of Student Affairs shall take their role in the impeachment proceedings and as meeting chair during the impeachment vote shall abstain from voting. In the event that the Student Senate President is impeached, the Vice President of Student Affairs shall

become acting President (including chairing the remainder of the meeting) until a by-election can be held.

ARTICLE 2: SENATE MEETING PROCEDURE, VOTING, ATTENDANCE

Section 1 Meetings and Visitors

All members of the Redeemer University College 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.

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 ask the offending party to leave.

Section 2 Rules and Procedures

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

ATTENDANCE

Student Senate meetings shall begin at 9:45pm to ensure no conflicts occur with night classes. Attendance will be taken before the devotional period at the beginning of the meeting. 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. A member of the Student Senate shall collect a half-absence if he or she is not present when attendance is taken. The member shall be considered absent if not present by the end of the Committee Reports. The Chairperson must approve early dismissal from a Senate meeting.

VOTING

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

ORDER OF BUSINESS

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

1. Call to Order
2. Attendance
3. Opening Devotions
4. Approval of Previous Minutes
5. Approval of the agenda
6. Executive Reports
 - a. President
 - b. Vice-President of Student Affairs
 - c. Vice-President of Finance
 - d. Vice-President of Communication
7. Committee Reports
 - a. Activities Committee Chair
 - b. SASC Chair
 - c. Clubs Coordinator
 - d. MICOS Representative
8. First-Year Senators' Report
9. Ad hoc Committee Reports
10. Unfinished Business
11. New Business
12. Closing Prayer
13. Adjournment

Section 3 Special Meetings

The Student Senate President may call an Executive meeting at any time. The Student Senate shall be informed of any Executive decision at the next regular meeting. The Student Senate President may call a special meeting of the entire Student Senate as he or she deems necessary.

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

ARTICLE 3: ELECTION POLICY AND PROCEDURE

Section 1 Nominations and Timing

Elections shall be the responsibility of the Vice-President of Student Affairs. If the Vice-President of Student Affairs is running for election to the Senate again, he or she is responsible to find a capable Senator to coordinate the election.

The offices of the Executive branch of Student Senate shall be filled by the end of the second week after the end of the February Reading Break. The offices of the Committee Chairs and General Senators shall be filled in the two weeks following the end of the Executive elections.

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

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

Section 2 Campaign Procedure

- a. Election procedures, a description of the offices to be filled, and a copy of the poster policy shall be made available to students at least two weeks prior to the election.
- b. 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.
- c. 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.
- d. No posters shall be put up and no campaigning shall begin until nominations have closed. All posters must be removed by 24hrs after the election.
- e. 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.

Section 3 Election Procedure

- a. The polling station shall be located directly outside the Student Senate office.

- b. All voters shall be recorded on an official roster of Redeemer University College students. They shall be given a ballot, which they immediately shall complete and place in the ballot box.
- c. Both fulltime and part-time students are eligible to vote.
- d. 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 a ten-metre radius of the polling station.
- e. A single candidate running for a particular position shall be subject to a yes/no vote. A two-thirds majority is required in order to be elected.
- f. In order to be elected to a Student Senate Executive position, a candidate must receive a majority of votes. A run-off vote shall be held between the top two candidates in a particular position if the top candidate did not receive a majority.
- g. If more than ten candidates are running in the spring General Senator elections, a run-off election shall be held between the top six candidates (the number of positions plus two).
- h. In the event of a tie vote, the Vice-President of Student Affairs shall explain the situation to the candidates. If both wish to continue in the election, there shall be a run-off vote.
- i. 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 possible voters and the number of votes cast in the election, as well as the final elected/non-elected position of each candidate. By personal request, any student may obtain this information from the Vice-President of Student Affairs.
- j. Ballots shall be kept until the end of the academic year. A copy of the order 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.

Section 4 Referenda

- a. 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.
- b. A referendum may be initiated through any member of the Student Senate by a vote of the Student Senate or by a petition containing the signatures of 15% of the student body.
- c. 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.
- d. A referendum must receive a majority from the voting population in order to be passed.
- e. The results of any referendum shall be binding on the Student Senate as long as a minimum of 25% of the student body vote in the referendum.
- f. 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.
- g. One week must be given for notification of the student body of the official referendum.
- h. Referenda shall be held with regular election voting unless the matter is more urgent or time-sensitive as determined by the Student Senate.
- i. Referenda voting procedure shall be followed pursuant to Article III section 3.

- j. Members of the Student Senate shall act impartially to the referendum in question until the referendum is complete, and shall not perform any action that could reasonably be construed as bias or the possibility of bias.
- k. The results of the referendum shall be made public and available to students immediately after its completion.
- l. A referendum of a similar topic may not be presented for 11 months after a referendum is decided.
- m. No more than two referenda may be held per year, at the discretion of the Student Senate.

Section 5 Senator Replacement Procedure

Should a Student Senate member, excluding the Student Senate President, be unable to complete his or her term of office, the Student Senate Executive Appointment Committee shall convene and begin the process for the appointment of a Student Senator (as detailed in section 6) to find a replacement.

Should the Student Senate President be unable to complete his other term of office, the Student Senate Executive, in consultation with the Dean of Students, shall decide the appropriate course of action.

Section 6 Appointment of Senators

- a. The Student Senate Executive Appointment Committee shall oversee and conduct the appointment process in consultation with the Dean of Students. The Committee shall consist of the Executive members of Student Senate.
- b. The First-Year Senators shall be appointed from the incoming first-year class. The Executive Appointment Committee shall conduct interviews and make the appointments in consultation with the Dean of Students in early September.
- c. The First-Year Senators must be in office before the Student Senate budget meeting.

ARTICLE 4: SENATE STRUCTURE AND COMMITTEES

Section 1 Senate Structure and Standing Committees

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

- 1. Activities
 - a. 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 exists to provide the student body with such events. It shall organize, for the benefit of the student body, events and activities that shall provide decent, healthy, and enjoyable outlets for the creative energy of students. Through such activities, the Committee hopes to:

- i. Foster a sense of community amongst the student body,
- ii. Foster the growth of pride and excitement in students for Redeemer University College

b. Membership and Duties

- i. The Committee shall consist of the Activities Committee Chair, one or two First-Year Senators, and one or more students appointed by the Activities Committee Chair.
- ii. The Activities Committee Chair shall facilitate and lead these meetings.
- iii. The Activities Committee is a part of Student Senate and is accountable to it.
- iv. The Activities Committee Chair 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.
- v. A First-Year Senator is responsible for taking and formatting minutes and distributing them to the members of the Activities Committee and Student Senate.

c. Responsibilities

- i. Making students aware of and encouraging participation in planned activities.
- ii. Planning activities targeting a variety of student interests to maximize participation.
- iii. As a general guideline, ensuring that at least one event shall take place in each week of the academic year. Non-Student Senate activities (i.e. theatre productions, music recitals, etc.) may be used to fulfill this requirement.
- iv. Being open to new activity ideas from the student body and serving as a resource for the development of these suggestions.

2. Communication

- a. 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.

b. Membership and Duties

- i. 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).
- ii. The Vice-President of Communication shall organize and chair these meetings.
- iii. The Communication Committee is part of Student Senate and is accountable to it.
- iv. The Communication Committee shall meet a minimum of once per semester.

- v. The Assistant to the Vice-President of Communication is responsible for taking, formatting, and distributing minutes to the members of the Communication Committee and Student Senate.
- c. Responsibilities
 - i. Disseminating knowledge valuable to the student body in whatever mediums it deems most effective, including, but not limited to: the use of *The Crown*, *Time-Out*, email, letters, posters, Facebook, Twitter, DASH, etc.
 - ii. 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.
 - iii. Continually evaluate the effectiveness of communication methods employed, and make strategic changes as necessary.

3. Finance

- a. Purpose - Given the large amount of funds entrusted to Student Senate, the Finance Committee shall serve as a means to safeguard Student Senate funds and property, and ensuring accountability between Student Senate funded Clubs, the student body, the Vice-President of Finance, and Student Senate itself.
- b. Membership and Duties
 - i. The Finance Committee shall consist of the Vice-President of Finance, the Vice-President of Student Affairs, the Clubs Coordinator, the Assistant to the Vice-President of Finance, and, if appointed, the Student Senate Financial Assistant.
 - ii. The Vice-President of Finance shall organize and chair these meetings.
 - iii. The Assistant to the Vice-President of Finance is responsible for taking, formatting, and distributing minutes to the members of the Committee and Senate.
 - iv. The Finance Committee is part of Student Senate and is accountable to it.
 - v. The Finance Committee shall meet a minimum of once per semester.
 - vi. The Finance Committee shall discuss relevant financial matters and concerns regarding Student Senate funds.
 - vii. The Finance Committee shall make recommendations to Student Senate regarding financial matters and cannot grant any funds to any club, person, or cause without the approval and ratification of Senate.
- c. Responsibilities
 - i. Preparing quarterly financial reports for Student Senate, as well as preparing a year-end report analyzing the financial activities that have occurred over the current academic year.
 - ii. Maintaining an inventory of all of Student Senate's assets.
 - iii. Keeping accurate Student Senate financial records for a period of seven years.
 - iv. Maintaining the *Financial Policies* to hold Student Senate-funded clubs accountable.

- v. Simplifying and ensuring the efficiency and efficacy of the Student Senate budgetary process.
- 4. Spiritual Activities and Services
 - a. Purpose - The Spiritual Activities and Services Committee organizes, supports, and encourages the spiritual life of students at Redeemer University College and promotes volunteer activities within and outside of the Redeemer community.
 - b. Membership and Duties
 - i. The Spiritual Activities and Services Committee shall consist of the Spiritual Activities and Services Committee Chair, one or two First-Year Senators, and one or more students appointed by the Spiritual Activities and Services Committee Chair.
 - ii. The Spiritual Activities and Services Committee Chair shall organize and lead these meetings.
 - iii. A First-Year Senator is responsible for taking, formatting, and distributing minutes to the members of the Spiritual Activities and Services Committee and Student Senate.
 - iv. The Spiritual Activities and Services Committee is a part of Student Senate and is accountable to it.
 - v. The Spiritual Activities and Services Committee shall meet a minimum of twice per month for prayer and discussion of relevant business.
 - vi. The Spiritual Activities and Services Committee shall work to support and ensure continuity from year to year in the various Spiritual and Service groups on campus.
 - vii. The Spiritual Activities and Services Committee shall serve as a link between Student Senate and Student Life in matters of service or spiritual nature.
 - viii. One Spiritual Activities and Services Committee member shall serve on the Chaplains Advisory Committee.
 - c. Responsibilities
 - i. Encouraging student participation in prayer and Bible study.
 - ii. Making the Redeemer community aware of service organizations and activities.
 - iii. Being open to new ideas from the student body and serving as a resource for the development of these suggestions.
 - iv. Promoting evangelism and discipleship within and outside of the Redeemer community.
 - v. As a general guideline, ensuring that at least one spiritual activity or service event shall take place in each week of the academic year.
Non-Student Senate activities may be used to fulfill this requirement.
- 5. Student Affairs
 - a. Purpose - As the purpose of any student government is to bring forward and represent the interests and concerns of the student body to the Administration and Faculty, the Student Affairs Committee shall serve as a mechanism to receive, discuss, and bring forward student concerns and interests to the Administration and Faculty.

b. Membership and Duties

- i. The Committee shall consist of the Vice-President of Student Affairs, the MICOS Representative, the Assistant to the Vice-President of Student Affairs, at least one Student Academic Senator, and several students who are recommended by Student Senate to be on the University Committees.
- ii. This Committee's membership shall aim to represent the makeup of the student body. In particular, the Committee shall include a minimum of one male, one female, one on-campus resident, one off-campus resident, and three different departmental majors.
- iii. Committee membership can expand or decrease upon the recommendation of the Vice-President of Student Affairs after consulting with the Student Senate.
- iv. Representatives shall be appointed by the Vice-President of Student Affairs.
- v. 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.
- vi. The Committee is a part of Student Senate and is accountable to it.
- vii. The Committee shall meet a minimum of once per semester at the discretion of the Vice-President of Student Affairs.
- viii. The Committee shall seek out student concerns, discuss them, pursue them, and if necessary make recommendations to Senate as to what solution is most desirable through the Vice-President of Student Affairs.
- ix. The Committee shall bring student opinion on policies and other matters to the attention of Administration and Faculty.

c. Responsibilities

- i. The Vice-President of Student Affairs shall chair the meetings and prepare the agenda.
- ii. The Vice-President of Student Affairs is responsible for bringing forward concerns to Student Senate, Administration, and Faculty.
- iii. The MICOS Representative is responsible for bringing forward concerns pertaining to mature, international, commuter, and off campus students to Senate, Administration, and Faculty.
- iv. The Student Academic Senators are responsible for bringing forward student concerns pertaining academics to Academic Senate.
- v. Every member representing Senate on any University Committee is responsible for bringing forward relevant concerns to their respective Committees.
- vi. The Student Affairs Committee shall meet prior to holding any referendum 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.
- vii. The committee shall be open to new ideas from the student body and serve as a resource for the development of these suggestions

Section 2 Ad Hoc Committees

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

ARTICLE 5: OFFICERS OF THE SENATE

All Officers of the Student Senate and those paid an honorarium by the Student Senate are expected to model a Christian lifestyle as exemplary students of Redeemer University College, displaying Christian love and leadership, as well as a respect for University rules as written in Redeemer's Code of Conduct. If it becomes evident that an Officer of the Student Senate or a person paid an honorarium by the Student Senate is not living up to these expectations or is not performing his or her duties as outlined in the applicable Constitution and contract, the Student Senate reserves the right to reprimand and, if necessary, revoke honoraria for the month in which the requirements were not met and/or remove any such person from his or her position by a two-thirds vote of the Student Senate. A replacement shall be found within thirty days.

Section 1 Recreation Centre Coordinator

- a. The Recreation Centre Coordinator shall work closely with the Clubs Coordinator.
- b. The Recreation Centre Coordinator is responsible to the Student Senate.
- c. The Recreation Centre Coordinator shall be responsible for the budget, operations, and events of the Rec Center.
- d. Advertising for the position shall commence by March 1st at the latest.
- e. Interviews for Recreation Centre Coordinator should include the outgoing Recreation Centre Coordinator, the current Clubs Coordinator, and the Vice- President of Student Affairs.
- f. Wages, length of term, and other information are defined in the Constitution of the Recreation Centre.

Section 2 The Editor of Anno Domini

- a. The Editor of Anno Domini is responsible to and paid an honorarium of \$1300 by the Student Senate.
- b. The Editor of Anno Domini shall be responsible for the operations of Anno Domini.
- c. Advertising for the position shall commence by March 1st at the latest.
- d. Interviews for the Editor of Anno Domini shall be conducted by the Clubs Coordinator, the Editor of Anno Domini, and the Vice-President of Communication.
- e. The Editor of Anno Domini shall be in charge of staffing Anno Domini.
- f. Wages, length of term, and other information are defined in the Constitution of Anno Domini.

Section 3 Editor-in-Chief of The Crown

- a. The Editor-in-Chief of The Crown is responsible to and paid an honorarium of \$2100 by the Student Senate.
- b. 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.
- c. Advertising for the position shall commence by March 1st at the latest.
- d. Interviews for the Editor-in-Chief of The Crown shall be conducted by the Clubs Coordinator, the Editor-in-Chief of The Crown, and the Vice-President of Student Affairs.
- e. Once interviews are completed, the interviewing Committee shall make one or two recommendations to Student Senate as to whom should be Editor-in-Chief. The Student Senate shall interview the candidates and shall vote on whether or not to accept the recommended candidate.
- f. Following the appointment of the incoming Editor-in-Chief, candidates shall be interviewed for all other editorial staff positions. The interviews shall be conducted by the outgoing Editor-in-Chief, the incoming Editor-in-Chief, and the current Clubs Coordinator. Following the interview process, this group shall decide, by vote, which candidates shall be appointed.
- g. Staff writers shall be appointed by the Editor-in-Chief.
- h. Wages, length of term, and other information are defined in the Constitution of The Crown.

Section 4 Editor of Quest

- a. The Editor of Quest is responsible to and paid an honorarium of \$500 by the Student Senate.
- b. The Editor of Quest shall be responsible for the operations of Quest.
- c. Advertising for the position shall commence by March 1st at the latest.
- d. Interviews for the Editor of Quest shall be conducted by the Clubs Coordinator, and the current Editor and Assistant Editor of Quest.
- e. Wages, length of term, and other information are defined in the Constitution of Quest.

Section 5 Photography Team Leader

- a. The Photography Team Leader is responsible to and paid an honorarium of \$500 by the Student Senate.
- b. The members of the Photography Team shall supply photographs to the Senate publications.
- c. Advertising for the position shall commence by March 1st at the latest.
- d. Interviews for Photography Team Leader shall be conducted by the Clubs Coordinator, Photography Team Leader, and the Editor of Anno Domini.
- e. Wages, length of term, and other information are defined in the Constitution of the Photography Team.

Section 6 Sound System Liaison

- a. The Sound System Liaison is responsible to and paid an honorarium of \$200 by the Student Senate.
- b. The Sound System Liaison shall be responsible for assisting the Technical (A/V) Manager in scheduling, preparing a budget, hiring new technicians, and operating and maintaining the Senate sound system.
- c. The Sound System Liaison is responsible for presenting the budget to Senate and scheduling Senate events.
- d. The new Sound System Liaison shall be hired by the Technical (A/V) Manager.
- e. Other information is defined in the Sound System Policy.

Section 7 Academic Senators

- a. The Academic Senators are responsible to and are paid an honorarium of \$200 each year of service by the Student Senate.
- b. Each Academic Senator shall serve their positions for two consecutive years. To promote continuity, an Academic Senator with a year of experience shall sit as a student representative on Academic Senate, while the second Academic Senator gains experience in preparation for his or her next year in the position.
- c. The Academic Senators must have a minimum CGPA of 9.00.
- d. The incoming Academic Senator shall be appointed by Student Senate before the end of the academic year through an application process.
- e. Based on the applications, the Student Affairs Committee shall make up to three recommendations to Student Senate as to whom should be the Academic Senator. The Student Senate shall interview the candidates and shall vote on whether or not to appoint the recommended candidate(s).
- f. The Academic Senators are responsible for representing students on the Redeemer University College's Academic Senate and for obtaining student input on relevant issues.
- g. The Academic Senators shall report to the Student Senate after each Academic Senate meeting.
- h. At least one Academic Senator shall serve on the Student Affairs Committee.
- i. The incoming Academic Senator must be returning as a student the year after to ensure that they can fulfill their two-year position and uphold continuity.

ARTICLE 6: HONORARIA; POWERS OF MONEY AND FINANCE

Section 1 Honoraria

- a. Each First-Year Senator appointed from the first-year class shall be granted an honorarium of \$500.
- b. The MICOS Representative shall be granted an honorarium of \$1000.
- c. The Clubs Coordinator shall be granted an honorarium of \$1100.
- d. The Activities Committee Chair, and Spiritual Activities and Services Committee Chair shall be granted an honorarium of \$2000.

- e. The Vice President of Student Affairs, Vice President of Finance, and Vice President of Communication, shall be granted honoraria of \$2100 each.
- f. The President shall be granted an honorarium of \$3,500.
- g. All Student Senate honoraria shall be scheduled for re-evaluation a minimum of every five years (in years ending in 0 or 5), and shall be raised by a minimum of the same percentage as tuition at Redeemer University College increased over those years.
- h. Should a Senator fail to meet their role requirements as outlined in the Student Senate Bylaws, his or her honoraria shall be revoked for the month in which the requirements were not met. The Executive members along with the Dean of Students shall meet to discuss the issue, ensuring that ample warning has been given to the Senator in question.
- i. Should any person paid an honorarium by Senate work for only a portion of the academic year for which he or she was hired, appointed, or elected, he or she shall be paid the honorarium relative to the number of months of service completed.
- j. All honoraria paid by Student Senate totalling \$201 or more shall be paid in eight equal monthly portions from October to May.
- k. All honoraria paid by Student Senate totalling \$200 or less shall be paid in two equal portions in January and May.

Section 2 Special Honoraria and Reimbursements

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

- a. The Student Senate shall award the Student Senate Financial Assistant an honorarium of \$350.
- b. The Vice-President of Finance shall reimburse those who drive for Senate business. The remuneration shall be in line with the gas reimbursement rate of Redeemer University College.

Section 3 Student Senate Fee Policy

- a. The Business Office of Redeemer University College shall collect the Student Senate Fee of \$15 per course. 50% of the Student Senate Fee shall be paid to Senate each semester.
- b. Students taking one course per semester are waived from paying the Student Senate Fee.
- c. Student Senate shall hear the request of students with special circumstances for a reduced fee. The guiding principle is that these fees are an opportunity cost for all students, open to as much or as little use as each student desires.

Section 4 Student Senate Transit Fee

- a. The Business Office of Redeemer University College shall collect the Student Senate Transit Fee.
- b. Full-time students must pay the Transit Fee. Part-time students can request a transit pass from the Campus Services Office after presenting a receipt of payment from the Business Office.

Section 5 Financial Responsibility

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

ARTICLE 7: CLUBS AND ORGANIZATIONS

Section 1 Clubs and Organizations

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

Section 2 Financial Policies Regarding Clubs

- a. Financial policies regarding clubs are found in Student Senate's *Financial Policies*.
- b. The *Financial Policies* shall be made available to all students.
- c. The *Financial Policies* shall include all the policies regarding how Student Senate grants funding for clubs.
- d. Funding of clubs shall be based on the criteria stipulated in Article VII, Section 1 and the *Financial Policies*.

Section 3 Faculty/ Staff Advisor for Student Senate Sponsored Clubs

- a. Each club shall have a Faculty/Staff Advisor before being considered for sponsorship by the Student Senate.
- b. The Faculty/Staff Advisor shall be the club's contact with the Administration, Faculty, and Staff of the University.
- c. The role of the Faculty/Staff Advisor is to:
 - i. Provide continuity for the club from year to year.
 - ii. Meet with the club leader at least once per semester and as needed to advise and give suggestions as to club involvement.

- iii. Mentor and support the club leader.

Section 4 Club Leaders

- a. Club leaders must be a current Redeemer student and are approved by and responsible to Student Senate.
- b. The responsibilities of the club leader are to:
 - i. Provide leadership and continuity for the club.
 - ii. Keep in contact and meet with the Club Coordinator.
 - iii. Ensure that the club adheres to its mandate and budget.
 - iv. Meet a minimum of once per semester and as needed with his or her Faculty/Staff Advisor.
- c. If a club leader fails to fulfill these responsibilities, at the discretion of the Student Senate either a new club leader shall be found for the club or the Student Senate shall stop sponsoring the club.

ARTICLE 8: COMMUNICATION, AVAILABILITY, CONTINUITY

Section 1 Office Hours

The Student Senate Office shall be open a minimum of 32 hours per week except during exams, holiday breaks, and reading break, or in the case of inclement weather when the University is closed. Every attempt shall be made to ensure the Student Senate Office is open and available to students before office hours for Student Senators are chosen. A Student Senate member shall be present whenever the office is open. All Student Senate members are required to serve a minimum of three hours per week in the Student Senate Office.

Section 2 Minutes

- a. Minutes without *in camera* notes in electronic PDF format shall be individually posted on the Student Senate DASH Page immediately after they are amended.
- b. At the end of each academic year, there shall be two electronic sets of minutes: one set of minutes without *in camera* notes, and one set with *in camera* notes, each compiled into one PDF document for the academic year, respectively. These shall be stored and clearly labelled in a folder on the Student Senate desktop computer and shared Google Drive.
- c. At the end of the academic year, the PDF document containing the complete year's minutes without *in camera* notes shall be posted on the Student Senate DASH Page, replacing the individual minutes documents.

Section 3 Manuals

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. 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. The Vice-President of Communication 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.

Section 4 Technology

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 College as outlined in the Technology Agreement.

Section 5 Training

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 Senate to ensure that the incoming Student Senators are adequately trained and confident that they are well-informed and prepared for their upcoming term. The incoming Student Senators shall be required to attend weekly Student Senate meetings from the time they are elected until the end of the academic year. 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.

Section 6 Consistency of Communication Guide

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

Section 7 Vision Meeting

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 Senate in the continuation and furthering of this vision.

Section 8 Annual Report

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

- a. The Student Senate's vision statement for the year.
- b. A report from each of Student Senate's standing Committees stating the vision the Committee had for the year and listing what it hoped to accomplish, accomplished, and did not accomplish.
- c. A financial summary of the year.

- d. The final report of any ad hoc committees established throughout the year.