Associated Students  
Notre Dame de Namur University  
**By-Laws**

1. All purchases must be approved by the ASNDNU and must abide by the ASNDNU Constitution and mission statement. The executive board has $500 to spend per semester, above the limit must get approval from the senate.

2. The ASNDNU may withdraw funding recognition from any chartered club/organization that does not hold a meeting/event at least once month.

3. The time, place, and agenda of all ASNDNU meetings shall be announced to the students. Announcements of meetings shall be made at each ASNDNU meeting, through publicity and through other media on campus.

4. The ASNDNU is required to make all minutes and other pertinent information readily available to any member of the Association.

5. No ASNDNU club or organization shall have an account outside of NDNU. All expenses from ASNDNU must be funneled through ASNDNU. Club and organizations may set up an account with Center for Student Leadership.

6. Each year chartered clubs/organizations will be granted one hundred dollars ($100) for fundraising purposes.

7. If a Senator is unable to attend a Senate/Financial meeting he/she must phone (650) 508-3489 and leave a message for the ASNDNU secretary and president at least 24 hours prior to the meeting. If notice is given less than 24 hours in advance, the situation will be reviewed at the discussion of the executive board. A proxy must be sent to the meeting; however this proxy in the place of the senator will result in the loss of the voting right in the following ASNDNU meeting.

8. Any money left from allocated funds to club/organizations will revert back to the ASNDNU account.

9. Each club/organization that receives funding from ASNDNU must adhere strictly to the Posting Policy and ASNDNU Financial/Funding Policy. Clubs that do not follow these policies will be subject to fines by the policies as stated in Article X of the Constitution.

10. If any event/project funded by ASNDNU is cancelled then the allocated funds revert back to ASNDNU.

11. If publicity for an even is not posted within five (5) school days of the scheduled event, then ASNDNU has the right to withhold funds.

12. Members of the executive Board shall each hold two (2) office hours per week.

14. All questions and concerns regarding budget requests must be addressed at the financial meetings, held every other Tuesday. Questions and concerns will not be considered at the ASNDNU Senate meeting, unless 2/3 of the Senate presents votes to discuss said budget request.

15. Failure to attend a financial meeting will result in the ability to submit a budget request to be reviewed at the following financial meeting.

16. Any new club must sit on three consecutive Senate meetings before it will be granted voting rights in the Student Senate and the ability to request funding from ASNDNU.

17. Failure to attend three consecutive ASNDNU meetings, both Senate and Financial, without sending a proxy, may result in the termination based on a 2/3 vote from the Senate.