

**Gustavus Adolphus College**  
**Student Senate Bylaws**  
As of May 9, 2022

**Article I – Duties**

1. The Cabinet shall:
  - a. approve the agenda for full Senate meetings.
  - b. amend the Senate calendar as needed throughout the year.
  - c. not perform any other legislative functions.
  - d. actively monitor the conduct of the Senate and report any possible infractions of duty concerning this Constitution or its by-laws to the Ombudsperson.
2. The Co-Presidents shall:
  - a. act as the chief executive and chief representative of the Gustavus Adolphus College student body.
  - b. uphold the Student Senate Constitution.
  - c. appoint the Cabinet, subject to confirmation by the Senate.
  - d. serve as Chairperson of the Cabinet.
  - e. appoint, subject to Senate confirmation, student representatives to faculty and administration committees as requested.
  - f. nominate student appointees to the College Judicial Board, subject to confirmation by a majority vote of the Senate.
  - g. meet regularly with the College's administration to convey student opinion and to seek information for the students.
  - h. meet regularly with student appointees to faculty, administrative, and Board of Trustees committees.
  - i. propose, with the Cabinet's approval, the agenda for all full Senate meetings.
  - j. serve as presiding officer of the Senate (one Co-President).
  - k. serve as the tie-breaking vote (non-presiding Co-President).
  - l. serve as the Gustavus representatives on the MAPCS Board of Directors along with the Senate Speaker.
  - m. review the state of Senate finances monthly with the Finance Director and the Controller.
  - n. sign all Senate financial documents in which both the Finance Director and Controller have a conflict of interest as determined by either the Finance Director, Controller, a Co-President, or a majority of the Finance Committee.
3. The Co-Presidents Elect shall:
  - a. set a calendar for the following year, including all Senate and executive events and duties.
  - b. present the calendar to the full Senate for approval in April.
  - c. set the executive fund budget for the following year in accordance with the annual budgeting process.
  - d. attend all full Senate and Cabinet meetings, unless studying abroad in which case a plan of attendance must be approved by the Ethics Committee by two weeks after the election has taken place.

- e. reserve meeting rooms and tables for Senate meetings and events based on their calendar.
4. The Administrative Director shall:
- a. preside at full Senate meetings in the absence of both Co-Presidents.
  - b. communicate the time and location of Senate meetings to all members.
  - c. ensure the meeting room is properly set up prior to every full Senate meeting.
  - d. keep full minutes of all Senate meetings, including the results of all roll call votes.
  - e. keep and store complete records of all Senate business and submit a record of full Senate and Cabinet meetings and to the College Archives, Dean of Students, and the Office of the President.
  - f. take attendance at each full Senate meeting, compile committee participation reports, and recommend to the Ombudsperson the impeachment of all Senators violating the attendance provisions.
  - g. ensure the existence of a professional atmosphere at all full Senate meetings.
5. The Parliamentarian shall:
- a. Be present at full Senate meetings to ensure the use of and make rulings regarding the proper use of parliamentary procedure using Robert's Rules of Order Newly Revised.
  - b. Develop materials to educate Senators on Robert's Rules.
  - c. Maintain the speaker's list at full Senate meetings.
6. The Ombudsperson shall:
- a. keep the official, up-to-date copy of the Constitution and by-laws.
  - b. chair the Ethics Committee.
  - c. investigate complaints brought against Senators by members of the student body.
  - d. keep a detailed record of all findings and judgments of all Ethics and Elections hearings styled in accordance with the format of previous ethics reports.
7. The Technology Director shall:
- a. maintain the Senate website.
  - b. ensure technology in meeting room is ready and working.
  - c. record audio of all full Senate meetings and make those recordings available on the internet.
- d. be sure that the Senate computer hardware and software are being maintained. e. work with the Controller to update allocation information weekly online.
8. The Finance Director shall:
- a. organize and process all mid-year allocation requests.
  - b. inform organizations of the Finance Committee's recommendation and reasoning for all allocation requests.
  - c. present Finance Committee recommendations to the floor at full Senate meetings.
  - d. provide current budgets for all student organizations to the Controller.
  - e. ensure all requests for payment are promptly processed by the Controller.
  - f. coordinate the yearly budgeting process as outlined in Article V of the by-laws.
  - g. be authorized to independently make the following changes to budgets or mid-year allocations:
    - i. Change of date for an event,
    - ii. Change of performer or speaker,
    - iii. Transfer of funds between line items for a single event of less than or equal to \$200,

iv. Transfer of funds between events sponsored by the same organization less than or equal to \$200.

h. report any changes made to the Controller, Finance Committee, and full Senate. i. divide every student organization which submitted a budget in the previous year among the members of the Finance Committee. Each member will then serve to advise their assigned organizations through the finance process.

9. The Controller shall:

a. process all requests for payment (RFPs) and submit them to the finance office on a weekly basis.

b. update line items on budgets to reflect processed RFPs.

c. review with the Finance Committee the expenditures of all organizations funded by Senate and report any inconsistencies between RFPs and budgets.

d. keep the contingency fund balance up to date at all times, including during full Senate meetings.

e. assist the Finance Chair with the yearly budgeting process.

f. at the end of each semester request from the Finance Office a scan or print-out of Student Senate's 9line activity. After receiving this document, the Controller shall cross-reference this document with all processed RFPs and enter departmental transfers from each semester to ensure the integrity of Student Senate's finances. Any non-recognized, unauthorized, or fraudulent charges shall be investigated and properly rectified to ensure Student Senate's financial integrity.

g. complete and submit all other forms relating to Senate finances.

h. execute any requests of the Finance Committee.

i. keep a permanent file with recorded history of each organization that receives money from Senate. The most recent two years of the file may be presented to the Finance Committee and full Senate before any allocations may be considered.

j. keep an inventory of all items purchased with Student Senate funds that are intended to be in use for more than one year.

10. The Public Relations Director shall:

a. develop and maintain relations with all campus media sources.

b. maintain the Senate display case with assistance from Senators.

c. be responsible for the publication of Senate news on the Senate website and the publication of the monthly newsletter, The Gavel Gazette, which must meet the following requirements:

i. To be released immediately following the first senate meeting of the month (excluding the very first senate meeting of the year).

ii. To be distributed through class email aliases.

iii. To include but not be limited to: Updates regarding current charges, updates from each committee, and a brief statement from the Co-Presidents addressing the student body. d.

d. distribute all Senate publications and notices to college offices (Dean of Students, President, Finance, Student Activities, Residential Life, Diversity Center, Dining Services, College Media and Communications office) and other offices as necessary on an individual basis. e. assist in the preparation of Senate statements.

- f. approve and coordinate all Senate advertisements and publications.
- g. write and distribute notices concerning proposed constitutional amendments to all campus and student media outlets, and appropriate college offices.
- h. perform other tasks as needed pertaining to communication between Student Senate and members of the campus community.

11. The Health and Housing Chair shall:

- a. work towards ensuring the wellbeing of student's physical or mental health and residential life. If the students' or student's health is indirectly or directly threatened by conditions on campus, the Health & Housing Chair is responsible to advocate on the students' behalf to improve said conditions for the campus community.
- b. ensure committee is in contact with the Kitchen Cabinet
- c. nominate a Heart Safe Champion, to be approved by a simple majority vote by Senate.
  - i. Heart Safe Champion must be a full time Gustavus Student and may be a Senator/Student at Large
  - ii. Heart Safe Champion will work to organize a Heart Safe Committee to work with the College on ensuring that Gustavus continues to be recognized as a Heart Safe Community
  - iii. Heart Safe Champion will organize at least one CPR/AED training event per academic year
  - iv. Heart Safe Champion will report to the Health and Housing Chair

12. The Inclusive Excellence Chair Shall:

- a. Share Student Senate meeting minutes with the Diversity Leadership Council.
- b. Act as a liaison in hosting an event each semester co-sponsored by Student Senate and the Diversity Leadership Council.
- c. Promote transparency and collaboration between organizations that represent diverse ideas and identities.
- d. Conduct periodic surveys to understand the environment of diversity and equity on campus.
- e. Attend at least five campus events that promote, sustain, and encourage diversity, keeping a log of these events to report back to the Senate body.
- f. Encourage inclusive discourse between the Senate body and the Gustavus community, particularly with regards to open-mindedness and acceptance of all facets of campus
- g. Collect student responses regarding their experiences with Campus Safety and other facets of college life.
- h. Monitor the College's progress on PCDEI's Racial Justice and Inclusion Plan and regularly update the Senate body.
- i. Maintain an inventory of the relationship between Campus Safety and St. Peter Police Department, including but not limited to, reviewing officer training and the memorandum of understanding with the St. Peter Police Department.
- j. Collaborate with student organizations, campus offices, and external groups to cultivate and provide anti-racist resources for the student body.

13. The Student Academic Affairs Chair Shall:

- a. work with the necessary departments, institutional Actors, and offices to improve

- accessibility to resources on campus that improve student life, academic success, and institutional conditions for the Gustavus community.
- b. Update the Senate body on new state and federal level legislation impacting higher education and its funding in a timely manner.
  - c. Periodically survey the campus community regarding academic policies and student services at Gustavus, including but not limited to:
    - i. Registration policies,
    - ii. The function of the CARE office,
    - iii. Printing policy
    - iv. Timely warnings, and
    - v. Accessibility to Honors Programs.
  - d. Create accessible avenues for students to become aware of scholarships and grant opportunities.
  - e. Act as a liaison between the Gustavus administration and the student body during the implementation of new academic programs and services
14. The Environmental Sustainability Chair Shall:
- a. Nominate one Student-at-Large to serve on their committee.
  - b. Meet with the Environmental Action Coalition leadership team on a biweekly basis to coordinate the Senate's efforts with the work of the student body.
  - c. Release a semesterly Sustainability and Environmental Responsibility Report, which will include:
    - i. Documentation of the Senate's work to date in the areas of campus sustainability and environmental responsibility,
    - ii. Input from EAC, the Gustavus Administration, the Physical Plant, and other key campus actors, and
    - iii. A plan of action for the coming semester.
  - d. Work with their committee and the appropriate campus actors to improve Gustavus' environmental sustainability
15. All Chairs and Directors shall:
- a. solicit student opinion on issues within their jurisdictions.
  - b. develop and maintain relationships with the college offices to which their positions pertain.
  - c. direct committees within their jurisdictions.
  - d. be knowledgeable of college policy within their jurisdictions.
  - e. determine if senators completed requirements for service on committees within their jurisdictions.
  - f. appoint a student as the chair of any Ad-hoc Committees under their domains.
16. All Cabinet members shall:
- a. Maintain a digital folder as a living history of the position including relevant timelines, contacts, procedures and any other information of use to future holders of the position
17. The Senate Speaker shall:
- a. attend all Cabinet meetings representing the body of the Senate.
  - b. actively communicate with all Senators.

- c. serve as a Gustavus representative to MAPCS.
- d. receive one committee credit for this position.

18. Hall Representatives shall:

- a. develop relationships with residential life staff within their buildings.
- b. Conduct office hours in a public location publicized to the student body. Office hours will be proposed by the Co-Presidents, approved by the Senate body, and reported to the Administrative Director.
- c. help create a professional atmosphere at all Senate meetings.
- d. obtain two committee credits every semester (Finance Committee, Ethics Committee, and Public Relations Committee count for two credits, all other committees are one credit including College committee memberships appointed by the Co-Presidents).

19. Class Representatives and the International Senator shall:

- a. Conduct office hours in a public location publicized to the student body. Office hours will be proposed by the Co-Presidents, approved by the Senate body, and reported to the Administrative Director.
- b. help create a professional atmosphere at all Senate meetings.
- c. obtain two committee credits every semester (Finance Committee, Ethics Committee, and Public Relations Committee count for two credits, all other committees are one credit including College committee memberships appointed by the Co-Presidents).

**20. The Student Athlete Delegate shall:**

- a. attend full senate meetings.
- b. conduct office hours in a public location publicized to the student body. Office hours will be proposed by the Co-Presidents, approved by the Senate body, and reported to the Administrative Director.
- c. help create a professional atmosphere at all Senate meetings.
- d. solicit student opinion on issues within their jurisdiction.
- e. be knowledgeable of college policy within their jurisdiction.
- f. facilitate and maintain a relationship with SAAC (Student Athlete Advisory Committee)

**21. The Student in the Arts Delegate shall:**

- a. attend full senate meetings.
- b. conduct office hours in a public location publicized to the student body. Office hours will be proposed by the Co-Presidents, approved by the Senate body, and reported to the Administrative Director.
- c. help create a professional atmosphere at all Senate meetings.
- d. solicit student opinion on issues within their jurisdiction.
- e. be knowledgeable of college policy within their jurisdiction.
- f. facilitate and maintain a relationship with Students in the Arts.

**Article II – Meetings and Attendance**

1. Full Senate meetings shall be on Monday nights.
2. Community Comment shall be limited to five minutes per speaker excluding questions. The Senate may extend the time allotted by a majority vote.
3. Questions from the Senate in response to each Community Comment speaker shall be limited to

10 minutes total per community comment for questions and responses. Further, these questions will be limited to clarifying questions regarding the comment and may not enter into debate on the floor regarding future new business. These restrictions may be lifted by a majority vote.

4. All amendments and non-administrative communications with the Student Body must be emailed to the Senate body for review by the morning of the Senate meeting at which they will be discussed. Senators are then expected to provide substantive comments to the authors before the meeting.
5. All Cabinet members and Senators may miss no more than 3 full Senate meetings each semester unless a prior attendance policy has been approved by the Ethics Committee.
6. All Cabinet members may miss no more than 3 Cabinet meetings each semester unless a prior attendance policy has been approved by the Ethics Committee.

### **Article III – Elections**

1. The Election Committee shall:
  - a. Carry out the election in accordance with the timelines outlined below.
  - b. Actively solicit students to run for all seats.
  - c. Publicize the names of all candidates to the student body and appropriate constituencies.
  - d. Encourage students to run write-in campaigns for any seats no one runs for.
  - e. Arbitrate any complaints arising from the Campaigning Policy (By-laws Article IV).
2. Any member of the Elections Committee who wishes to run for office in a given election must first take leave from the Elections Committee. In the event of one vacancy, the Senate Speaker shall be appointed to the Elections Committee. In the event of two vacancies, the Parliamentarian shall be appointed as well.
3. Fall Election Timeline
  - a. Applications must be available the first day of classes
  - b. Applications are due the Monday of the third week of classes
  - c. The election will take place the Thursday of the third week of classes
  - d. The first full Senate meeting will take place on the Monday of the fourth week of classes
4. Spring Election Timeline
  - a. Co-president applications must be available the first day of spring semester
  - b. Applications are due the second Monday of spring semester
  - c. The election will take place the fourth Monday of spring semester
  - d. The chair of the Elections Committee shall publish the results of the Co-Presidential election after the Ethics Committee review (indicated in III.5.1) to the Student Body via email including the percentage of votes for each candidate pair, as well as the percentage of the Student Body who participated.
5. Midterm Election Timeline
  - a. The Ombudsperson must make applications available to the constituency of the vacancy following the meeting when the vacancy is announced
  - b. Applications are due the Thursday after the vacancy is announced
  - c. The election will be conducted one week following the deadline for candidacy
  - d. In a situation where a shorter timeline is considered more appropriate, the Ombudsperson can

establish a shorter timeline, confirmed by a two-thirds vote of the Election Committee. 6. Election Day Procedure

- a. Voting shall be open from 9:30 a.m. to 10:00 p.m
- b. During the Fall and Spring Elections, a polling station shall be made in a public location, specified by the Elections Committee and advertised to the Student Body. The polling place shall be open for a total of ten hours not to exceed 10 pm. This excludes midterm elections.
- c. For Midterm Elections, the polling location must be open for a total of five hours, not to exceed 10 pm. The polling place shall be made in a public location, specified by the Election Committee and advertised to the Student Body.
- d. It is the responsibility of the full Senate to oversee the public polling location. Each member of Senate must make an effort to do so. If members do not follow through with scheduled commitments to oversee the public polling location, and do not find a replacement, repercussions may include two unexcused absences from Senate, and the Ethics Committee will consider a formal reprimand
- e. If a member of Senate must miss their scheduled time overseeing the public polling location in the event of an emergency, they must notify the chair of the Elections Committee. III.5.d will then not apply to the member of Senate.
- f. No protests are allowed once the counting has been completed and certified g. Each vote shall be counted as long as the voter's intention can be clearly ascertained by a majority of the election committee
- h. A plurality of votes is required for a candidate to win the election
- i. In the event of a tie, a runoff election shall be held two school days following election day, using this same procedure
- j. In a run-off only the tied candidates' names shall appear on the ballot; no write-in votes shall be counted
- k. Once counted, the Chair of the Election Committee shall inform all candidates of the election's outcome
- l. Ethics Committee must meet at the closing of the voting to evaluate the ethics of the election, reviewing all complaints. If a complaint is substantial enough (involves broken bylaws or constitutional infractions), Ethics Committee reserves the right to delay election results. Ethics may only delay election results until after the next full Senate meeting. The Student Body must be notified if a delay on election results occurs.
- m. Only members of Ethics Committee, Elections Committee, and the Technology Director can view the vote count
- n. If having a public polling location is infeasible, the Senate may move to waive Subsections b through e of Article III, Section 5 for any election. This action requires a majority vote to pass.

## 7. Ballot Outlines

- a. The ballot must have a write-in option/box
- b. The ballot must include the full names of every valid candidate, as submitted on their candidate application
- c. If either 1 or 2 is missing on a ballot after Senate's publicizing of the ballot, then it is invalid



d. In the event of an invalid ballot, Senate may re-administer the election in question 8.

#### Co-Presidential Debate

- a. It is recommended that the Election Committee hosts a debate. If they do, they must follow the rules and procedures of this section.
- b. There shall be at least one moderator, not exceeding two, of the debate. No moderator can be a member of the current Senate's Cabinet, not including the Ombudsperson. At least one moderator must be a Student at Large. The moderators shall be chosen by the Elections Committee and will invite all valid candidates.

#### 9. Election of Committee Chairs

- a. At the fall orientation, newly elected senators shall submit their committee preferences to the Administrative Director.
- b. If a senator is assigned to serve on any permanent standing committee (the Student and Academic Affairs, Environmental Sustainability, Health and Housing, and Inclusive Excellence committees), the senator may submit to the Ombudsperson an application to serve as chair of the committee.
- c. At the first full Senate meeting, the Ombudsperson shall announce the names of senators who have submitted applications as candidates for the relevant committee chair position. The voting members on each of the committees shall then elect their committee chair from the group of candidates.

#### **Article IV – Campaign Guidelines**

The Election Committee will hear any disputes arising from this policy. Disputes may only be submitted by candidates in the same race or administrators, faculty, or staff members of the College and must be submitted to the Election Committee in writing before the close of voting. No candidate involved in a disputed race will be seated until the Election Committee reaches a decision. 1.

#### Applications

- a. Any candidate seeking an office and campaigning in any manner must complete an election application and submit it to the Election Committee before engaging in any campaigning activities.
- b. If the application is submitted after the deadline, the candidate's name will not appear on the ballot, but the form is still required for active campaigning.
- c. Candidates campaigning for membership within Student Senate may only petition for candidacy and campaign for one office per election.

#### 2. Consumption Policy

- a. No use of alcohol in support of a candidate. Penalty is removal from the election.
- b. Any gathering where alcohol is involved should not give the impression that it is for, or in honor, of the candidate. This includes, but is not limited to, the presence of campaign literature, formal speeches concerning the election, or unreasonably low prices for alcohol. Penalty is removal from the election.
- c. No use of items meant for ingestion may be used in support of a candidate.

#### 3. Fair Access Policy

- a. Candidates shall not monopolize the resources of any campus organization or College office during their campaign. Campus resources available for rent may be utilized as long as they

are available to all candidates (i.e., candidates may not reserve all sandwich boards or all available tabling hours). The use of College resources such as class email aliases is not allowed.

b. Candidates will be allowed to fundraise in accordance with the regulations contained within the Gustie Guide.

c. Canvassing and posting in residence halls is controlled by Residential Life. d. All verbal and written campaigning by candidates must cease on the day of the election in the building that contains the polling place (Student Union and Campus Center are considered one building).

#### 4. Poster Policy

a. Candidates are responsible for removing their posters after the elections. b. Posters must be removed from the Campus Center and Johnson Student Union by 11 p.m. on the day prior to election day.

c. All posters must conform to the Posting Policy of the Gustavus Guide.

d. Posting in residence halls is regulated by Residential Life and posting in the Campus Center is regulated by the Student Activities Office.

e. Libel (defamatory writing: an untrue or unsubstantiated written publication with malicious intent) is prohibited and will result in removal from election.

f. Abusive language is prohibited and will result in removal from election. g. No student shall move or otherwise deface a candidate's poster(s) unless acting as an agent for the said candidate. Failure to respect campaign posters shall result in a referral to the campus judicial system.

h. Postings are not allowed in academic buildings.

i. Postings in dormitory floors are limited to ten flyers each. Gibbs, North, and Sorensen Hall are considered separate buildings. Voluntary placement of campaign materials on private dormitory rooms doors are not considered postings.

j. A maximum of five postings are allowed in the Campus Center and Johnson Student Union. A maximum of three of these five postings may be posters or banners, as defined by the Student Activities Office. Table tents are not allowed.

k. All postings, including those voluntarily placed on dormitory doors, must have an area no greater than 93.5 square inches (8.5x11 inches)

#### 5. Social Media Policy

a. A distinction will be made between private social media accounts and official school-sanctioned accounts (such as those for the sports teams or academic departments).

i. Official school managed accounts cannot make formal endorsements, or be used for any campaign purposes.

ii. Personal non-school sanctioned accounts are open to campaign use.

iii. Formal campaign-oriented social media accounts (if the individual so chooses to create one) are permissible.

b. Before a candidate uses social media to promote their campaign any candidate seeking office must complete an election application and be approved by the Election Committee.

c. Other individuals may campaign for someone who has not filled out an application (such as for a write-in campaign,) but that individual cannot campaign for themselves without an application. d. Libel (defamatory writing: an untrue or unsubstantiated written publication with malicious intent) is

prohibited and will result in removal from the election, including if used on social media. 6. Sanctions

l. Any violations of the campaign ethics guidelines, as determined by the Election Committee, must be announced to the student body within twenty-four hours of the Committee's decision.

m. Sanctions may include community service but not the alteration of vote totals. n. The Election Committee must present all violations and sanctions to the full Senate at the first meeting following the election.

#### **Article V – Yearly Budgeting Process**

The Finance Director shall utilize the following process for yearly budgeting. The Controller and Finance Committee shall assist the Finance Director as needed.

1. Eight weeks prior to the last full Senate meeting of the academic year:
  - a. Along with the Controller, meet with the Finance Office and Dean of Students Office to determine a projected Senate budget for the following year. Present this finding to the full Senate and recommend a percentage of the projected budget to be reserved for the Block Money allocations in Article 6, Section 4, of the Student Senate ByLaws. The Senate must approve this percentage by a majority vote.
  - b. Advertise for Student Organization Yearly Budgeting Meetings. Attendance at this meeting is mandatory for at least one leader of every organization in order to receive funding through the Spring Budgeting Process.
  - c. Prepare budgeting information and guidelines to be distributed at the budgeting meetings.
2. Seven weeks prior to the last full Senate meeting of the academic year:
  - a. Hold at least three Yearly Budgeting Meetings at various times.
  - b. Use meeting attendance to formulate a list of which student organizations will submit budgets.
3. Four-Five weeks prior to the last full Senate meeting of the academic year:
  - a. Hold meetings with individual groups submitting budgets.
  - b. Make recommendation decisions for all budget items and prepare budgets for presentation to the Finance Committee.
4. Three weeks prior to the last full Senate meeting of the academic year:
  - a. Meet with the Finance Committee to review all budgets and make final recommendations.
  - b. Notify student organizations of the result of the meeting.
  - c. Publish all finance recommendations and rationales for these recommendations and make this document available to all students.
5. At the last three full Senate meetings of the academic year:
  - a. Present each budget to the full Senate.
  - b. Explain the Finance Committee recommendations as necessary.
  - c. Ensure the Controller keeps the contingency fund balance up to date based on the next year's projected income.

#### **Article VI – Finance Guidelines**

The Gustavus Student Senate encourages organizations to seek alternative sources of funding, such as fundraisers and dues, to show a level of commitment on the part of the organization's members. Other factors considered when reviewing requests include collaboration between groups in

planning and holding events, quality of planning for the event, and precedent set by similar events. All guidelines shall be reviewed annually by the Finance Committee each spring. 1. To receive Student Senate funds, a student organization must:

- a. Be officially recognized by the Campus Activities Office.
- b. Have an advisor approve all budget proposals, requests for payment, interdepartmental transfers, and mid-year allocation requests.
- c. Have their President or Treasurer sign the budget request and have at least one leading member attend the organization's meeting with the Finance Committee.
- d. Submit budgets and mid-year allocation requests in the official forms found on the Senate's website, addressing each individual expense in line-item fashion, and including:
  - i. A short statement (approximately 100 words) outlining the value that the organization provides to the Gustavus community.
  - ii. Specific goals that the organization hopes to achieve during the academic year with Senate Funds.
  - iii. An inventory of all items previously purchased with Student Senate funds that are intended to be in use for more than one year by that group.

## 2. Allocating Guidelines

- a. Funding for events over \$1000 must be approved by the full Senate 15 business days prior to the event.
- b. Any allocations over \$5000 must be approved by a majority of the body via a roll call vote. c. Funding may be provided for the rights to movies that are shown on, advertised, and open to the whole campus.
- d. Student Senate may allocate money for convention registration fees, ticketed events, travel, and lodging expenses up to \$1,250 for a given budget year.
  - i. Travel expenses will be reimbursed after the completion of the event(s) based upon proof of travel costs incurred, such as fuel costs, air fare, bus fare, vehicle rental, etc.
- e. Travel expenses will be allocated at the standard IRS business mileage rate.
- f. The Finance Director and Controller will determine the maximum printing amount a group can be allocated for the upcoming academic year at the outset of the Yearly Budgeting Process.
- g. Funding for events that occur outside of the Gustavus Adolphus College Academic Year may be provided if the funds for the event are requested in either of the following time periods:
  - i. The Spring Budgeting Process one year prior to the event occurring, or
  - ii. The Mid-Year request time period during the academic year prior to the event.
- h. No funding will be provided for:
  - i. Any meal or banquet that is closed to the general public.
  - ii. Food offered at general meetings of organizations.
  - iii. Personal items such as apparel, personal equipment, or anything purchased for members of the group to keep.
  - iv. Dues set upon organizations.
  - v. Direct monetary, charitable contributions.
  - vi. Purchasing items in order to re-sell them to profit a student, charitable, or any other organization.

vii. Non-designated charges.

viii. Past expenses.

i. The Senate Controller and Finance Director will review every organization's budget at the end of each semester and rescind all money allocated for scheduled events for which Requests for Payment were not made. This applies to any allocation designated for a specific semester.

j. These guidelines are subject to the interpretation of the Finance Committee and the Student Senate.

### 3. Primarily Competitive Organizations

a. Primarily Competitive Organizations have a primary purpose of traveling and competing against other colleges or organizations and have a large portion of funds allocated for travel and registrations.

b. Travel expenses, registration, dues, fees, and other tournament-based charges shall not exceed \$4,500 for a given budget year.

i. Travel expenses include transportation and lodging.

ii. An additional \$1,000 may be allocated to pay for support staff of any kind, including a coach, athletic trainer, or professional assistance from a certified person.

iii. An additional \$1,000 may be allocated for primarily competitive organizations that qualify for a national competition to cover registration fees, travel, and lodging expenses for a given budget year.

c. Equipment and uniforms may be funded as long as they remain within the organization.

### 4. Block Allocations

a. A "block budget" shall be defined as a group which has the ability to redistribute Senate funds subject to the following constraints:

i. Groups to be considered block budgets shall be approved as such by Student Senate with the recommendation of the Finance Committee before the Spring Budgeting Process begins.

ii. The block budget shall have direct supervision by an official office of Gustavus Adolphus College

iii. The block budget will not necessarily consist of a single student organization or grouping of student organizations, but the block budget may be comprised as an executive board representing a single student organization or grouping of student organizations

b. The block budget may receive a lump sum of money (referred to further as "block money") from the Finance Committee, subject to Student Senate's approval, during the Spring Budgeting Process.

c. The Finance Director and the Controller shall meet with the Dean of Students or Designee as described in Article 5 Subsection 1. From this meeting, the Finance Director and the Controller shall determine a percentage of the projected budget to be reserved as "block money" to be split between all of the block budgets.

d. No block budget shall receive more than 40% of the total amount of reserved block money.

e. Any unspent block money shall be rescinded at the conclusion of Spring Semester for each

academic year.

- f. The block budgets must present a detailed summary for the past year of how the block money was redistributed, proof of redistribution, to which group(s) block money was redistributed, and the reasons for each group receiving redistribution when the block budget presents their budget during the Spring Budgeting Process.
- g. The block budgets may only redistribute block money based on their allocating guidelines. The Block organization must bring a copy of their allocating guidelines that must be kept in the Senate's records at all times.
- h. The Finance Committee may make specific recommendations to Student Senate on how to fund the block budget's block money for the following academic year.
- i. Block money may be used to fund a student organization's event that the Finance Committee or Student Senate may not have funded.
- j. Block Budgets may submit a mid-year request for more block money if their block money has been exhausted before the end of the current academic year.
- k. Student organizations that are represented by a block budget may not submit mid-year requests to the Finance Committee. They may, however, seek out a mid-year request from the block budget that represents the student organization.
- l. A block budget's proposed budget may include "block-wide events".
  - i. "Block-wide events" shall be defined as conferences, speakers, or other large events which some or all of the student organizations a block budget represents wish to attend.
  - ii. The attendance of these block-wide events must have a reasonably foreseeable benefit to the student organizations
  - iii. If a block budget receives funding for a block-wide event, they may accept applications from the student organizations the block budget represents to use their funds to attend said block-wide event
  - iv. Block-wide events will be funded as to send a certain number of students to said event
  - v. This number of students will be suggested to the Finance Committee by the block budget, and will be deliberated by the Finance Committee. The Finance Committee will make a recommendation to Student Senate who will decide the final number.
- m. Block budgets may request a specific amount of funds, but Student Senate will decide the final amount.

#### 5. Penalties

- a. Any organization that fails to meet any of the requirements in these bylaws may be subject to penalties at the recommendation of the Finance Committee with the approval of the Student Senate.
- b. If an organization misleads, purposely presents falsehoods, or mismanages funds, they will immediately be put on probation. The Finance Committee will recommend a length of probation and the full Senate will decide the financial future of the organization.
  - i. Probation is defined as a period of time in which an organization must be approved by the Finance Committee before spending any of their allocation or receiving any future allocations from Student Senate.
- c. If an organization overspends their Senate allocation twice in one year, the Controller will inform the Finance Committee, the Co-Presidents, and leadership from that organization. At

the following Finance meeting, the Finance Committee will discuss the incidents and make recommendations to the full Senate. The Committee will review the organization's permanent file and allow the organization to speak on its own behalf. Penalties may include:

- i. A freeze in the organization's Senate allocation.
- ii. Reprimand as per Senate's discretion.

6. Overrides

- a. The Finance Committee can override these guidelines with a unanimous vote and approval from the Finance Director.
- b. The Senate can override these guidelines with a two-thirds vote.

**Article VII – Committees**

1. The Ombudsperson and Finance Director will nominate the non-Cabinet members of their Committees subject to the confirmation of a 2/3 vote by the full Senate.
2. The Finance Committee shall be formed in a reasonable amount of time pursuant to the following mandates:
  - a. Applications for membership on the Finance Committee will be sent out after conclusion of the first full Senate meeting to both Senators and the Student Body, pursuant to Article VII, Section 2 of the Student Senate Constitution.
    - i. Applications will be due by 12:00pm, thirteen days after the first full Senate meeting.
  - b. The Finance Director and Controller shall decide on the composition of the Finance Committee, pursuant to Article VII, Section 2, Subsection C of the Student Senate Constitution, and present their nominees for a full committee to full Senate at the third full Senate meeting of the Academic Year.
    - i. These nominees will be voted upon by full Senate at the third full Senate meeting of the Academic Year, pursuant to Article VII, Section 1 of the Student Senate Bylaws.
    - c. In the case that the Finance Director and Controller do not receive an adequate number of applications to properly form the Finance Committee by the third full Senate meeting of the Academic Year, or in the instance that a Mid-Year Request is submitted to the Finance Director by a Student Organization before the Finance Committee can be formed, the following actions must be performed by the Finance Director and Controller:
      - i. The Finance Committee will be temporarily comprised of solely the Finance Director and Controller until a full committee can be formed. The members of this interim Finance Committee will have full voting power, will hear Mid-Year Requests, and make official recommendations on the aforementioned Mid-Year Requests, pursuant to Article VI of the Student Senate Bylaws and Article VII of the Student Senate Constitution.
      - ii. The Finance Director and Controller shall make official announcements at all full Senate meetings after the third full Senate meeting stating that more applications for membership are necessary to properly form the Finance Committee, until enough applications are received. Once enough applications are received, the Finance Director and Controller will decide upon a final composition of the Finance Committee and submit their nominations to full Senate at the earliest possible time.
3. Once a proper Finance Committee is formed, the voting power of the members of the Finance Committee shall be returned to its original state, as outlined in Article VII of the Student Senate Constitution.

**Article VIII – Document Integrity**

1. A .docx, .doc, .txt, and .odt file of the current ruling documents will be kept on a USB drive in the College Archives.
2. This USB drive may only be removed from Archives by the Ombudsperson with another Ethics Committee member acting as witness, or by the Senate Adviser alone.
3. The Ombudsperson will submit hard copies of the ruling documents to Archives within one week of their change.
4. The updated date must be included on all submissions to Archives.