

Gustavus Adolphus College
Student Senate By-Laws
As of April 27, 2009

Article I – Duties

The Cabinet shall:

- 1) approve the agenda for full Senate meetings;
- 2) amend the Senate calendar as needed throughout the year;
- 3) not perform any other legislative functions.

Each Cabinet member shall:

- 1) maintain an officer notebook as a living history of the position including relevant timelines, contacts, procedures and any other information of use to future holders of the position
- 2) write a summary of the work completed under his or her supervision at the end of the academic year to be included in the officer notebook and Senate archives.

The Co-Presidents shall:

- 1) act as the chief executive and chief representative of the Gustavus Adolphus College student body.
- 2) uphold the Student Senate Constitution;
- 3) meet regularly with the College's administration to convey student opinion and to seek information for the students;
- 4) meet regularly with student appointees to faculty, administrative, and Board of Trustees committees;
- 5) appoint the cabinet, subject to confirmation by the Senate;
- 6) appoint, subject to Senate confirmation, student representatives to faculty and administration committees as requested;
- 7) serve as Chairperson of the Cabinet;
- 8) propose, with the cabinet's approval, the agenda for all full Senate meetings
- 9) serve as presiding officer of the Senate (one Co-President);
- 10) serve as the tie-breaking vote (non-presiding Co-President);
- 11) serve as the Gustavus representatives on the MAPCS Board of Directors along with the Senate Speaker;
- 12) review the state of Senate finances monthly with the Finance Chair and the Controller;
- 13) sign all Senate financial documents in which both the Finance Chair and Controller have a conflict of interest as determined by either the Finance Chair, Controller, a Co-President, or a majority of the Finance Committee;
- 14) nominate student appointees to the College Judicial Board, subject to confirmation by a majority vote of the Senate;
- 15) actively monitor the conduct of the Senate and report any possible infractions of duty concerning this Constitution or its by-laws to the Ombudsperson;
- 16) perform other duties which pertain to the office of the President.

The Co-presidents Elect shall:

- 1) set a calendar for the following year, including all Senate and executive events and duties;
- 2) present the calendar to the full Senate for approval in April;
- 3) set the executive fund budget for the following year in accordance with the annual budgeting process;
- 4) attend all full Senate meetings;
- 5) attend cabinet meetings at the discretion of the Co-Presidents;
- 6) reserve meeting rooms and tables for Senate meetings and events based on their calendar.

The Administrative Director shall:

- 1) preside at full Senate meetings in the absence of both Co-Presidents;
- 2) communicate the time and location of Senate meetings to all members;
- 3) ensure the meeting room is properly set up prior to every full Senate meeting;
- 4) keep full minutes of all Senate meetings, including the results of all roll call votes;
- 5) 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;

- 6) appoint, in consultation with the Co-Presidents, Senate members to all standing and temporary committees after soliciting committee preference statements from Senators;
- 7) 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;
- 8) ensure the existence of a professional atmosphere at all full Senate meetings;
- 9) actively monitor the conduct of the Senate and report any possible infractions of duty concerning this Constitution or its by-laws to the Ombudsperson;
- 10) delegate a Senator to attend all events receiving more than \$2000 in Senate funding. The delegated Senator shall make a report to Senate at all first full Senate meeting following the event.

The Technologies Director shall:

- 1) maintain GACspot.com and Senate website;
- 2) ensure technology in meeting room is ready and working;
- 3) record audio of all full Senate meetings;
- 4) maintain Senate computer hardware and software;
- 5) work with the Controller to update allocation information weekly online;
- 6) actively monitor the conduct of the Senate and report any possible infractions of duty concerning this Constitution or its by-laws to the Ombudsperson.

The Parliamentarian shall:

- 1) 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;
- 2) Develop materials to educate Senators on Robert's Rules;
- 3) Maintain the speaker's list at full Senate meetings;
- 4) actively monitor the conduct of the Senate and report any possible infractions of duty concerning this Constitution or its by-laws to the Ombudsperson.

The Ombudsperson shall:

- 1) keep the official, up-to-date copy of the Constitution and by-laws,
- 2) chair the ethics committee;
- 3) actively monitor the conduct of the Senate and report any possible infractions of duty concerning this Constitution or its by-laws to the Ethics Committee;
- 4) investigate complaints brought against Senators by members of the student body.

The Controller shall:

- 1) process all requests for payment (RFPs) and submit them to the finance office on a weekly basis;
- 2) update line items on budgets to reflect processed RFPs;
- 3) review with the Finance Committee the expenditures of all organizations funded by Senate and report any inconsistencies between RFPs and budgets;
- 4) keep the contingency fund balance up-to-date at all times, including during full Senate meetings;
- 5) assist the Finance Chair with the yearly budgeting process;
- 6) jointly with the Finance Chair, meet monthly with a representative of the Dean or Students Office or the Finance Office of the College to review the financial affairs of Senate;
- 7) complete and submit all other forms relating to Senate finances;
- 8) execute any requests of the Finance Committee;
- 9) actively monitor the conduct of the Senate and report any possible infractions of duty concerning this Constitution or its by-laws to the Ombudsperson.
- 10) 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.

Each Chair shall:

- 1) solicit student opinion on issues within his/her jurisdiction;
- 2) develop and maintain relationships with the college offices to which his/her position pertains;
- 3) direct committees within his/her jurisdiction;

- 4) be knowledgeable of college policy within his/her jurisdiction;
- 5) keep his/her officer notebook up to date including appropriate college office contacts;
- 6) hold an office hour weekly in the Senate office;
- 7) determine if the senator completed requirements for service on committees within his/her jurisdiction;
- 8) perform other duties which pertain to the position.

The Public Relations Chair shall:

- 1) develop and maintain relations with all campus media sources;
- 2) maintain the Senate display case with assistance from Senators;
- 3) be responsible for the publication of Senate news on the Senate website and the publication of Schitter Chatter;
- 4) 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;
- 5) assist in the preparation of Senate statements;
- 6) approve and coordinate all Senate advertisements and publications;
- 7) write a press release following each full Senate meeting and after approval by the Co-Presidents distribute to all campus and student media outlets, the Board of Trustees, and appropriate college offices;
- 8) write and distribute notices concerning proposed constitutional amendments to all campus and student media outlets, and appropriate college offices;
- 9) perform other tasks as needed pertaining to communication between Student Senate and members of the campus community.

The Finance Chair shall:

- 1) organize and process all mid-year allocation requests;
- 2) inform organizations of the finance committee's recommendation and reasoning for all allocation requests;
- 3) present finance committee recommendations to the floor at full Senate meetings;
- 4) provide current budgets for all student organizations to the Controller;
- 5) ensure all requests for payment are promptly processed by the Controller;
- 6) sign any financial documents in which the Controller has a conflict of interest, as determined by the Finance Chair or Controller;
- 7) jointly with the Controller, meet monthly with a representative of the Dean or Students Office or the Finance Office of the College to review the financial affairs of Senate;
- 8) coordinate the yearly budgeting process as outlined in Article V of the by-laws;
- 9) be authorized to independently make the following changes to budgets or mid-year allocations:
 - a) Change of date for an event,
 - b) Change of performer or speaker,
 - c) Transfer of funds between line items for a single event of less than or equal to \$200,
 - d) Transfer of funds between events sponsored by the same organization less than or equal to \$200;
- 10) report any changes made to the Controller, Finance Committee, and full Senate.

The Senate Speaker shall:

- 1) attend all cabinet meetings representing the body of the Senate;
- 2) actively communicate with all Senators;
- 3) serve as a Gustavus representative to MAPCS;
- 4) receive one committee credit for this position.

Each Hall Representative shall:

- 1) develop relationships with residential life staff within his/her building;
- 2) hold a weekly office hour, publicized in the building, reported to the Administrative Director, and posted on Senate's website;
- 3) maintain the Senate bulletin board located in his or her residence hall with Senator contact information and other materials distributed by the Public Relations Chair;
- 4) meet with a faculty member every semester and complete a faculty report;
- 5) help create a professional atmosphere at all Senate meetings;

- 6) obtain three committee credits every semester (Finance Committee counts for two credits, all other committees are one credit including College committee memberships appointed by the Co-Presidents).

Each Class Representative shall:

- 1) hold a weekly office hour in a public location, reported to the Administrative Director, and posted on Senate's website;
- 2) meet with a faculty member every semester and complete a faculty report;
- 3) help create a professional atmosphere at all Senate meetings;
- 4) obtain three committee credits every semester (Finance Committee counts for two credits, all other committees are one credit including College committee memberships appointed by the Co-Presidents).

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) All Representatives must attend at least eighty percent of full Senate meetings each semester.

Article III – Elections

Election Committee Duties

- 1) Carry out the election in accordance with the timelines outlined below
- 2) Actively solicit students to run for all seats
- 3) Publicize the names of all candidates to the student body and appropriate constituencies
- 4) Encourage students to run write-in campaigns for any seats no one runs for
- 5) Arbitrate any complaints arising from the Campaigning Policy (By-laws Article IV)

Fall Election Timeline

- 1) Applications must be available the first day of class
- 2) Applications are due the second Monday of class
- 3) The election will take place the third Monday of class
- 4) The first full Senate meeting will take place the fourth Monday of class

Spring Election Timeline

- 1) Co-president applications must be available the first day of spring semester
- 2) Applications are due the third Monday of spring semester
- 3) The election will take place the fifth Monday of spring semester

Election Day Procedure

- 1) The polling place hours shall be 9:30 a.m. to 6:00 p.m. in a public location specified by the Election Committee and advertised to the student body
- 2) The ballot box may not be moved prior to polls closing, after polls close, the ballot box shall be moved to a previously specified counting room by a member of the Election Committee
- 3) Only Election Committee members shall count the ballots, candidates are permitted to be in the room and observe the counting
- 4) No protests are allowed once the counting has been completed and certified and the Election Committee has left the counting room
- 5) Each vote shall be counted as long as the voter's intention can be clearly ascertained by a majority of the election committee
- 6) A plurality of votes is required for a candidate to win the election
- 7) In the event of a tie, a run-off election shall be held two school days following election day, using this same procedure
- 8) In a run-off only the tied candidates' names shall appear on the ballot; no write-in votes shall be counted
- 9) Once counted, the Chair of the Election Committee shall inform all candidates of the election's outcome
- 10) The Chair shall also notify the student body and all campus media outlets
- 11) At the next full Senate meeting the Chair shall report the results to the Senate
- 12) The ballots shall be stored in the Senate office for two years

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 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.

Applications:

- 1) 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.
- 2) 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.

Alcohol Policy

- 1) No use of alcohol in support of a candidate. Penalty is removal from the election.
- 2) 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.

Fair Access Policy

- 1) 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.
- 2) Candidates cannot fundraise.
- 3) Canvassing and posting in residence halls is controlled by Residential Life.
- 4) 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).

Poster Policy

- 1) Candidates are responsible for removing their posters after the elections.
- 2) Posters must be removed from the Campus Center and Johnson Student Union by 11 p.m. on the day prior to election day.
- 3) All posters must conform to the Posting Policy of the Gustavus Guide.
- 4) Posting in residence halls is regulated by Residential Life and posting in the Campus Center is regulated by the Student Activities Office.
- 4) Libel (defamatory writing; an untrue or unsubstantiated written publication with malicious intent) is prohibited and will result in removal from election.
- 5) Abusive language is prohibited and will result in removal from election.
- 6) 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.

Sanctions

- 1) 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.
- 2) Sanctions may include community service but not the alteration of vote totals.
- 3) 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 Chair shall utilize the following process for yearly budgeting. The Controller and Finance Committee shall assist the Finance Chair as needed.

8 weeks prior to the last full Senate meeting of the academic year:

- 1) 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 mid-year allocations. The Senate must approve this percentage by a majority vote.

- 2) Advertise for Student Organization Yearly Budgeting Meetings. This meeting is mandatory in order to receive funding for the following academic year.
- 3) Prepare budgeting information and guidelines to be distributed at the budgeting meetings.

7 weeks prior to the last full Senate meeting of the academic year:

- 1) Hold at least three Yearly Budgeting Meetings at various times.
- 2) Use meeting attendance to formulate a list of which student organizations will submit budgets.

4-5 weeks prior to the last full Senate meeting of the academic year:

- 1) Hold meetings with individual groups submitting budgets.
- 2) Make recommendation decisions for all budget items and prepare budgets for presentation to the Finance Committee.

3 weeks prior to the last full Senate meeting of the academic year:

- 1) Meet with the Finance Committee to review all budgets and make final recommendations.
- 2) Notify student organizations of the result of the meeting.
- 3) Publish all finance recommendations and rationales for these recommendations and make this document available to all students.

At the last two full Senate meetings of the academic year:

- 1) Present each budget to the full Senate.
- 2) Explain the Finance Committee recommendations as necessary.
- 3) 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 individual organizations to seek outside 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 but are not limited to: 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.

Section 1: Requirements for All Student Organizations

- 1) To be funded by Student Senate, the organization must be officially recognized by the College.
- 2) The Gustavus Student Senate expects all organizations to be familiar with and follow all guidelines set forth by the Finance Office in the "Gustavus Adolphus College Accounts Payable Policies and Procedures for Student Groups."
- 3) Senate will only fund organizations that sponsor at least one event or activity per semester on campus that is open and well advertised to non-members. Advertising must be present in the Campus Center and on GACspot.com.
- 4) For all activities, organizations requesting funding from Senate must include the date, place, methods of publicity, and an identification of the speaker or entertainer upon presentation of their proposal to the Finance Committee. Without such information, the organization's request will be postponed until more research has been done.
- 5) There must be proof that the advisor has approved all Budget Proposals, Requests for Payments, Interdepartmental Transfers, and Mid Year Allocation Requests. The president and/or treasurer must be at the budget meeting. If not able, the signature(s) of one or both must be present on the request along with the Advisor's signature.
- 6) Budgets and mid-year allocation requests must be submitted in the official forms found on the Senate's website, addressing each individual expense in line-item fashion. If budgets or mid-year allocation requests are not submitted in the proper form, the request may be rejected until the forms are corrected.
- 7) When submitting a Budget Proposal or Mid Year Allocation Request a group must provide the following information to be read before the finance committee and Senate:

- a) A short statement (approximately 100 words) outlining the value that the organization provides to the Gustavus community.
- b) Specific goals that the organization hopes to achieve during the academic year.
- c) Plans on how the group hopes to pursue alternative sources of funding.
- d) If, in the previous academic year, an organization submitted the information outlined in b and c, that organization must provide a brief statement reflecting their accomplishments, pursuant to those goals, over the past year.

Section 2: Allocating Guidelines

- 1) Funding for events over \$1000 must be approved by the full Senate 15 business days prior to the event.
- 2) No funding will be provided for any meal or banquet that is closed to the general public.
- 3) Funding will not be provided for food offered at general meetings of organizations.
- 4) Personal items such as apparel, personal equipment, or anything purchased for members of the group to keep will not qualify for funding.
- 5) The only funding that will be provided for movies is for rights to a movie open to campus.
- 6) Funding up to \$300 for food may be provided for special events advertised to the whole campus such as speakers, cultural events, recruiting events, etc. However, entire meals open to the campus cannot be funded in full.
- 7) Total travel expenses for an organization including transportation and lodging shall not exceed \$600 for a given budget year. This includes any expenses for both organization members and guests they bring to campus for events.
- 8) Travel expenses will be reimbursed at the standard IRS business mileage rate.
- 9) Senate will pay for convention/event registration fees up to \$500.
- 10) Student Senate will not pay for any dues set upon organizations.
- 11) Any allocations over \$5000 must be approved by a majority of the body via a roll call vote.

Section 3: Club Sports Modifications

- 1) Registration, dues, fees, and other tournament-based charges shall not exceed \$2,000 for academic year.
- 2) Senate will not fund coaches or instructors.
- 3) Equipment and uniforms may be funded as long as they remain within the organization.
- 4) Total travel expenses for club sports including transportation and lodging shall not exceed \$1000 for a given budget year.

Section 4: Penalties

- 1) 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:
 - a) A freeze in the organization's Senate allocation.
 - b) An addition to the organization's permanent file.
- 2) If an organization fails to comply with the requirements to hold open social events (Section 1, Subsection 3 of the Finance Guidelines), the Finance Chair will recommend at the next full Senate meeting that the organization's Senate allocation be frozen for a duration determined by the floor.

Section 5: Special Circumstances

- 1) The Finance Committee can override these guidelines with a unanimous vote and approval from the Finance Director.
- 2) The Senate can override these guidelines with a two-thirds vote.
- 3) Any umbrella organization that allocates funds to subsequent organizations must submit their allocating guidelines to the Finance Committee. The Finance Committee may in turn submit recommendations for the organization's allocation guidelines to the organization's leadership.