

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 their 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, 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;
- 5) attend Cabinet meetings at the discretion of the Co-Presidents, 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;
- 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) 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;
- 7) ensure the existence of a professional atmosphere at all full Senate meetings;
- 8) 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 Technology Chair shall:

- 1) maintain the Senate website;
- 2) ensure technology in meeting room is ready and working;
- 3) record audio of all full Senate meetings and make those recordings available on the internet;
- 4) be sure that the Senate computer hardware and software are being maintained;
- 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.
- 5) 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

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) at the end of each semester request from the Finance Office a scan or print-out of Student Senate's 9-line activity. After receiving this document, the Controller shall cross-reference this document with all processed RFP's and Interdepartmental 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;
- 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.
- 11) keep an inventory of all items purchased with Student Senate funds that are intended to be in use for more than one year.

Each Chair shall:

- 1) solicit student opinion on issues within their jurisdiction;
- 2) develop and maintain relationships with the college offices to which their position pertains;
- 3) direct committees within their jurisdiction;
- 4) be knowledgeable of college policy within their jurisdiction;
- 5) keep their officer notebook up to date including appropriate college office contacts;
- 6) determine if the senator completed requirements for service on committees within their jurisdiction;
- 7) perform other duties which pertain to the position.
- 8) may delegate Ad-hoc Committee chairship to any student

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 the monthly newsletter, 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 and distribute notices concerning proposed constitutional amendments to all campus and student media outlets, and appropriate college offices;
- 8) 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) coordinate the yearly budgeting process as outlined in Article V of the by-laws;
- 8) 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;
- 9) report any changes made to the Controller, Finance Committee, and full Senate.
- 10) 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.

The Health and Housing Chair shall:

- 1) Overall work towards ensuring the well-being of students' health and residential life;
- 2) Ensure committee is in contact with the Kitchen Cabinet;
- 3) Nominate a Heart Safe Champion, to be approved by a simple majority vote by Senate
 - a) Heart Safe Champion may be a full time Gustavus student and be a Senator/Student-at-large

- b) 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
- c) Heart Safe Champion will organize at least one CPR/AED training event per academic year
- d) Heart Safe Champion will report to Health and Housing Chair

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 their building;
- 2) 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;
- 3) maintain the Senate bulletin board located in their 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 two 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) 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;
- 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 two 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 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.
- 4) 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

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)
- 6) Any member who has served on the election committee cannot run for an office during the same semester in which the member served on the committee

Fall Election Timeline

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

Spring Election Timeline

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

Midterm Election Timeline

- 1) The Ombudsperson must make applications available to constituency of the vacancy following the meeting when the vacancy is announced
- 2) Applications are due the Thursday after the vacancy is announced
- 3) The election will be conducted one week following the deadline for the candidacy
- 4) In a situation where a shorter timeline is considered more appropriate, the Ombudsperson can establish a shorter timeline, confirmed by two-thirds vote of the election committee

Election Day Procedure

- 1) The polling place hours shall be 9:30 a.m. to 10:00 p.m. in a public location specified by the Election Committee and advertised to the student body
- 2) No protests are allowed once the counting has been completed and certified
- 3) Each vote shall be counted as long as the voter's intention can be clearly ascertained by a majority of the election committee
- 4) A plurality of votes is required for a candidate to win the election
- 5) In the event of a tie, a run-off election shall be held two school days following election day, using this same procedure
- 6) In a run-off only the tied candidates' names shall appear on the ballot; no write-in votes shall be counted
- 7) Once counted, the Chair of the Election Committee shall inform all candidates of the election's outcome
- 8) The Chair shall also notify the student body and all campus media outlets
- 9) At the next full Senate meeting the Chair shall report the results to the Senate
- 10) Only Election Committee members and the Technology Chair may view the vote count

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.

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.
- 3) Candidates campaigning for membership within Student Senate may only petition for candidacy and campaign for one office per election.

Consumption 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.
- 3) No use of items meant for ingestion may be used in support of a candidate.

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, available tabling hours, or display boards). The use of College resources such as class email aliases is not allowed.
- 2) Candidates will be allowed to fundraise in accordance with the regulations contained within the Gustie Guide.
- 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.

7) Postings are not allowed in academic buildings.

8) Postings in dormitory floors are limited to ten flyers each with an area no greater than 93.5 square inches. Gibbs, North, and Sorensen Hall are considered separate buildings. Voluntary placement of campaign materials on private dormitory rooms doors are not considered postings.

9) 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.

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.

Eight 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 the Block Money allocations in Article VI, Section 4 of the Student Senate By-Laws. The Senate must approve this percentage by a majority vote.

2) 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.

3) Prepare budgeting information and guidelines to be distributed at the budgeting meetings.

Seven 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.

Four-Five 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.

Three 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 three 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 Student Activities Office.
- 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) For all activities, organizations requesting funding from Senate must include the date, place, methods of publicity, and a quote of the cost from the speaker or entertainer, or organization 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.
- 4) The Senate Controller and Finance Chair will review every organizations 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.
- 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.
- e) 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.

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) Funding may be provided for the rights to movies that are shown on, advertised, and open to the whole campus.
- 6) Student Senate may allocate money for convention registration fees, ticketed events, travel, and lodging expenses up to \$1,100 for a given budget year.
 - a) Travel expenses will be reimbursed after completion of the event(s) based upon proof of travel costs incurred, such as fuel costs, airfare, bus fare, vehicle rental, etc.
- 7) Travel expenses will be allocated at the standard IRS business mileage rate.
- 8) Student Senate will not pay for any dues set upon organizations.
- 9) Any allocations over \$5000 must be approved by a majority of the body via a roll call vote.
- 10) Student Senate will not allocate funds to student organizations to purchase items in order to re-sell them to profit a student, charitable, or any other organization.
- 11) Student Senate will not fund direct monetary, charitable contributions.
- 12) Student Senate will not allocate funds for non-designated charges.
- 13) Student Senate will not allocate funding retroactively.
- 14) The Finance Chair 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.
- 15) Funding for events that occur outside of the Gustavus Adolphus College Academic Year (i.e. the time period between the conclusion of Spring Semester to the commencement of the subsequent Fall Semester) may be provided if the funds for the event are requested in either of the following two time periods:
 - a) The Spring Budgeting Process one year prior to the event occurring, or:
 - b) The Midyear Request time period during the Academic Year prior to the event.

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

Section 3: Club Sports Modifications

1) Travel expenses, registration, dues, fees, and other tournament-based charges shall not exceed \$4,000 for a given budget year.

a) Travel expenses include transportation and lodging

b) If a club sport is required by the College to have a coach, an additional \$1,000 stipend may be allocated to pay for the coach.

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

Section 4: Block Allocations

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

a) Groups that will be considered block budgets shall be approved as such by Student Senate under recommendation from the Finance Committee, before the Spring Budgeting Process begins.

b) The block budget shall have direct supervision by an official Office of Gustavus Adolphus College

c) The block budget will not necessarily consist of a single student organization or grouping of student organizations; however, the block budget may be comprised as an Executive Board representing a single student organization or grouping of student organizations.

2) As a representative of one or multiple student organizations, 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 subject to the following constraints:

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

i) The total amount of block money need not be split up equitably between all of the block budgets. However, no block budget shall receive more than 40 percent of the total amount of the reserved block money.

ii) Any unspent block money shall be rescinded at the conclusion of Spring Semester for each Academic Year

b) The block budgets receive this block money knowing they have full control over its redistribution, but must present a detailed summary of how the block money was redistributed, proof of the 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.

- i) The block budgets may only redistribute block money based on their allocating guidelines, a current copy of which must be on file with Student Senate.
 - ii) Based on how a block budget has redistributed block money, 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.
 - c) Block money may be used to fund a student organization's event that the Finance Committee or Student Senate may not have funded.
 - d) Block budgets, being trusted by Student Senate to redistribute block money fairly, without bias, and reasonably, 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.
 - i) Student organizations that are represented by a block budget may not submit Mid-Year Requests to the Finance Committee. They may, however, seek out the additional funding which would constitute a Mid-Year Request from the block budget that represents the student organization.
- 3) A block budget's proposed budget, submitted during the Spring Budgeting Process, may consist of block money and "block-wide events".
- a) "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.
 - i) The attendance of these block-wide events must have a reasonably foreseeable benefit to the student organizations.
 - ii) Individual student organizations represented by block budgets may not request funding for these block-wide events.
 - b) 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.
 - c) Block-wide events will be funded as to send a certain number of students to said event.
 - i) This certain 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.
- 4) The amount of block money a block budget receives may be explicitly requested by the block budget, but the Finance Committee will make their official recommendation to Student Senate, who will decide the final amount.

Section 5: Penalties

- 1) Any organization that fails to meet any of the requirements outline in these bylaws may be subject to penalties at the recommendation of the Finance Committee with the approval of the Student Senate.

2) If found by the Finance Committee that an organization misled, purposely presented falsehoods, or mismanaged 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.

a) 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.

3) 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.

Section 6: 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.

Article VII – Committees

1) The Ombudsperson and Finance Chair 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 Chair 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 By-Laws.

c) In the case that the Finance Chair and Controller do not receive an adequate amount 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 Chair by a Student Organization before the Finance Committee can be formed, the following actions must be performed by the Finance Chair and Controller:

- i) The Finance Committee will be temporarily comprised of solely the Finance Chair 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 By-Laws and Article VII of the Student Senate Constitution.
 - ii) The Finance Chair 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 Chair 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.
- 5) Funding for events that occur outside of the Gustavus Adolphus College Academic Year (i.e. the time period between the conclusion of Spring Semester to the commencement of the subsequent Fall Semester) may be provided if the funds for the event are requested in either of the following two time periods:
 - a) The Spring Budgeting Process one year prior to the event occurring, or:
 - b) The Midyear Request time period during the Academic Year prior to the event.