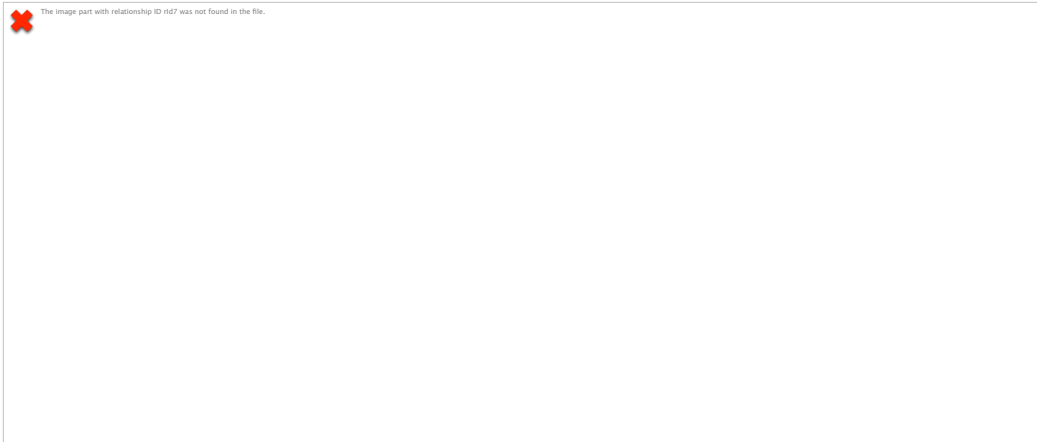


Student Government Association

BYLAWS

Updated: April 2016





Bylaws
As Revised October 2015
Executive Assistant/William Seabrook '16

Article I – Student Government Association

The St. Olaf Student Government Association (SGA) is the official student government on campus. It represents the interests of the college student community and oversees student related affairs.

The SGA represents and serves all students equally, granting no special preference or treatment and discriminating against no student or group on the basis of race, color, sex, national and ethnic origin, sexual orientation, religion, socioeconomic status, or handicap.

Article II – Board of Regents Student Committee

Section A – Mission Statement

It is the mission of the St. Olaf Board of Regents Student Committee (BORSC) to facilitate communication between the student body and the Board of Regents of the College. The purpose of the student committee is to examine and relay student concerns, perceptions, and interests to the governing body of St. Olaf. A primary responsibility of BORSC is to represent student concerns regarding the long range planning of the college, especially those aspects directly managed by the Board of Regents. It is the goal of BORSC to be actively involved with students throughout campus and act as a representative of the collective student body.

Section B – Membership

1. Member Positions
 - a. The Board of Regents Observer shall:
 1. Chair the Board of Regents Student Committee (BORSC).
 2. Serve as a liaison between the Board of Regents, the Senate and the student community.
 3. Report to the Senate on all Board of Regents meetings and make available the content of BORSC reports to the student body.
 4. Communicate student body concerns at Board meetings.
 5. Maintain a direct working relationship with the Board of Regents faculty observer.
 - b. The BORSC Marketing and Communications Officer shall:
 1. Coordinate all marketing and PR efforts including Tightrope, campus posters, Oleville blog updates, and other additional tasks.
 2. Manage the BORSC social media presence through Facebook, Twitter, Oleville, and other media.

3. Facilitate a working relationship with the MCD, Webmaster, and VMD.
- c. The BORSC Executive Assistant shall:
 1. Keep minutes of all BORSC meetings.
 2. Oversee the BORSC budgets.
 3. Schedule all events, meetings, and room reservations
- d. The At-Large Member(s) shall:
 1. Facilitate communication between the committee and the students of their representative class.
 2. Collectively represent every class year.

Section C – Selection Guidelines

1. All committee members shall serve a term of one academic year, beginning June of the year in which they are appointed.
2. BORSC executive committee members shall be selected through an application and interview process following the election of the Board of Regents Student Observer in the spring. The interview committee shall consist of the Board of Regents Student Observer-elect and may include the SGA President-elect, SGA Vice-President-elect, or current Board of Regents Student Observer.
3. The first year representative(s) will be chosen, in the same manner, the following fall.
4. The BORSC Observer shall have discretion over the number of members admitted to the committee. The committee composition should represent each of the class years and the At-Large members shall be included at the discretion of the Observer to enhance the representative nature of the committee.
5. The BORSC Observer shall consider relevant interests and experience that would enable a potential committee member to have a successful working relationship with a member of the President’s Leadership Team.
6. Given the representative nature of BORSC, the chair is required to consider the many facets of diversity and multicultural representation in the student body when selecting the committee. The chair is must consider diversity of gender, ethnicity, socio-economic background, religion, sexual orientation, and other such appropriate perspectives when selecting committee members.

Section D – Budgets

1. The Board of Regents Observer shall administer the budget.
2. The BORSC budget shall be subject to all rules and regulations of the SGA as outlined in these bylaws and the SGA policy manual.

Section E – Meetings

1. The Board of Regents Student Committee shall meet no less than three times per month

Article III – Student Activities Committee

Section A – Powers

The Student Activities Committee (SAC) shall be devoted to organizing diverse events and activities that cater to the varied interests of St. Olaf students. The purpose of these events is to

provide students an escape from academic pressure and to give them an opportunity to become involved in campus life. SAC provides entertaining, recreational, and educational experiences in social settings for students of all interests.

Section B – Membership

1. The SAC executive committee will be comprised of the SAC coordinator, the SAC Executive Assistant, the SAC Financial Officer, the Marketing Communications Officer, and Sub-Committee Points should the coordinator choose to select them.
 - a. The Student Activities Coordinator shall:
 1. Chair the SAC executive committee.
 2. Be responsible for the administration and coordination of the operations and policies of the SAC.
 3. Administer SGA Allocation monies assigned to the SAC budget in accordance with the SGA Constitution, these bylaws, and all other SGA financial guidelines.
 4. Select, through an application and interview process, SAC executive committee positions not provided for by election or some other appointment method.
 5. Post and maintain regular office hours, no less than five hours per week.
 6. Maintain a direct working relationship with the Lion's Pause Coordinators.
 - b. The chair of each of the five SAC standing subcommittees shall:
 1. Meet regularly with the respective committee.
 2. Keep records of subcommittee events and expenses for future reference.
 3. Be responsible for spending monies allocated to the subcommittee.
 - c. The SAC Financial Officer shall:
 1. Oversee SAC spending and budgets
 - d. The Marketing Communications Officer(s) shall:
 1. Enhance campus awareness of SAC and its events through use of social media sites, Tightrope, campus posters, etc.
 2. Communicate with SGA Marketing Communications Officers in order to effectively perform public relations responsibilities delineated above.
 - e. Executive Assistant
 1. Take meeting minutes, email to committee after meetings.
 2. Record attendance at meetings.
2. Subcommittee membership shall consist of student volunteers. Membership shall be open to all St. Olaf students.
3. First-Year Representation:
 - a. The SAC Coordinator shall select a minimum of four first-year students to serve on SAC.

Section C – Selection Guidelines

Standing subcommittee chairs shall be selected following the election of the Student Activities Committee Coordinator in the spring. The SAC Advisor may participate in the selection process as necessary.

Section D – Budgets

The Student Activities Coordinator shall administer the SAC budget. The SAC budget shall be subject to all rules and regulations of the SGA as outlined in these bylaws

and the SGA policy manual.

Section E – Meetings

1. SAC shall meet no less than once weekly (with certain exceptions depending on holidays, scheduling conflicts, etc.)

Section F – Standing Subcommittees

1. Off Campus – This subcommittee shall work towards the enrichment of campus life through off-campus opportunities, i.e. art performances, trips to programs in the Twin Cities, and sporting events.
2. Special Events – This subcommittee shall plan special events to fill programming gaps during the year – these events include but are not limited to comedians, hypnotists, magicians, and novel programming.
3. Movies – This subcommittee selects and organizes the movies of weekend showing in the Viking Theater.
4. Superfan – This subcommittee shall be focused on promoting school spirit mainly focused towards, but not limited to, sport events.

Section G – Ad Hoc Subcommittees

1. Homecoming - This subcommittee shall coordinate the celebrations of the annual St. Olaf Homecoming week.
2. President’s Ball – This subcommittee will organize the annual President’s Ball
3. Senior Days – This subcommittee shall coordinate Senior Days events.

Article IV – Political Awareness Committee

Section A – Powers

The Political Awareness Committee (PAC) shall be devoted to organizing events and activities which promote political awareness and activities among members of the St. Olaf community. PAC is a nonpartisan organization committed to creating the opportunity for students to access information and engage in dialogue regarding local, national, and international political issues.

Section B – Membership

1. PAC committee members
 - a. The Political Awareness Committee Coordinator shall:
 - i. Chair the PAC committee.
 - ii. Be responsible for the administration and coordination of the operations and policies of the PAC.
 - iii. Administer SGA allocation monies assigned to the PAC budget in accordance with the SGA Constitution, these bylaws and all other SGA financial guidelines.
 - iv. Select, through an application and interview process, PAC committee positions not provided for by election or some other appointment method.
 - b. The Marketing Communications Officer(s) shall:
 - i. Enhance campus awareness of PAC and its events by creating posters and other advertising.
 - ii. Communicate with SGA Marketing Communications Officers in order to

- effectively perform public relations responsibilities.
- c. The PAC Financial Officer shall:
 - i. Oversee PAC spending and budgets
- d. Special Events Coordinator shall:
 - i. Organize and gather information for “special events” defined as contracted events as the fall and spring speakers
- e. Election Officer shall:
 - i. During election years, organize and execute non-partisan voter registration efforts.
 - ii. Plan events and forums that will help educate students on the upcoming election and the candidates.
- f. Newsletter Editor(s) shall:
 - i. Create monthly newsletter that includes information on a specific political issue as well as the details of upcoming PAC events.
 - ii. Update the No Bull Board monthly to highlight a specific issue.
 - iii. Update the No Bull Board weekly with event information.
- g. Executive Assistant
 - i. Record minutes during PAC meetings and email them to the Committee
 - ii. Update PAC Gmail Calendar and SGA Gmail Calendar
 - iii. Take attendance at all meetings and events
- h. Social Media Officer
 - i. Create Facebook events for “Weekly Dinners” and special events
 - ii. Maintain and update PAC’s Facebook, Twitter, and Instagram accounts
 - iii. Advertise PAC events and other on campus political events on social media
- i. Weekly Events Coordinator(s):
 - i. Plan “Weekly Dinners” defined as non-contracted events.
 - ii. Research different topics and speakers for the Weekly Dinners and execute events
 - iii. Reserve rooms for events and ensure proper equipment is present prior to the event.
 - iv. Create evidence packets, power points, or other visuals when deemed necessary
- j. The “PoliticOle” Editor/Web Content Manager
 - i. Maintain The PoliticOle, update and improve the style and function of the website with the SGA Webmaster.
 - ii. Maintain deadlines for stories and seek non-PAC contributors
 - iii. Edit stories for spelling and grammar mistakes, and update stories on The PoliticOle.
- k. Political Outreach Coordinator
 - i. Responsible for establishing and maintaining contact with all organizations on campus that host political events.
 - ii. Responsible for emailing departments when subject matter relates to their disciplines.
 - iii. Send weekly email to PAC alias with a list of political events and relevant contact information.
 - iv. Work throughout the year to increase outreach of PAC alias.
 - v. Organize and maintain co-sponsorship process.
- l. First Year Representative
- m. Other positions as deemed necessary and to be appointed ad-hoc by PAC

Coordinator, to be defined in PAC Policy Manual.

Section C – Selection Guidelines

1. PAC committee members shall be selected through an application and interview process following the election of the Political Awareness Committee Coordinator in the spring. The Political Awareness Committee Coordinator-elect shall appoint all PAC members.
2. The Political Awareness Coordinator shall appoint the Political Awareness Committee based on the following guidelines:
 - a. The committee shall have no fewer than five members.
 - b. The coordinator will consult with the former PAC Coordinator to be advised on committee planning.
 - c. Each appointee will have a clear and defined goal as defined in the policy manual.
 - d. The coordinator will make every effort to appoint at least one person from each St. Olaf graduating class and political affiliation.

Section D – Budget

1. The Political Awareness Coordinator shall administer the PAC budget.
2. The PAC budget shall be subject to all rules and regulations of the SGA as outlined in these bylaws and the SGA policy manual.

Section E – Meetings

The PAC committee shall meet as deemed necessary by the Political Awareness Coordinator.

Article V – Student Organizations Committee

Section A – Powers

The Student Organizations Committee (SOC) is an allocating branch of the Student Government Association (SGA), acting as the main conduit of interaction between student organizations and SGA. It deals primarily with the approval of new organizations, allocation of funding from SGA for their operations and events, and the maintenance of student organization resources (i.e. the poster room).

The SOC encourages the student body to take advantage of St. Olaf's resources and facilities by participating in student organizations. It will be a resource in itself for further enhancing the education and leadership skills of the student body.

Section B – Membership

1. The SOC shall:
 - a. Be composed of a minimum of ten selected students, who have knowledge of the activities and operations of various organizations.
 - b. Include permanent members, which are:
 1. The SOC Coordinator
 2. The SOC Financial Officer
 3. The Executive Assistant
 4. Public Relations/Poster Room Manager
 - c. Not include President, VP or Branch Heads besides the SOC Coordinator.

2. All members of the SOC shall:
 - a. Meet monthly with the SOC Coordinator.
 - b. Help with all SOC programs.
3. The SOC Coordinator shall:
 - a. Chair the SOC.
 - b. Uphold all obligations to the SGA Senate and Executive Committee.
 - c. Maintain the Student Organization Database.
 - d. Maintain communication with all funded groups to assure that the policies and procedures of St. Olaf College, SGA and SOC are understood and followed.
 - e. Be responsible for all sanctions given to individual groups.
 - f. Create Student Organizations Directory, SOC executive Manuals and leader packets.
4. The Executive Assistant shall:
 - a. Keep and distribute minutes of all SOC meetings.
 - b. Aid the SOC coordinator in maintaining contact with student organizations and coordinating SOC programs.
 - c. Assist the SOC coordinator in maintaining the SOC Budget and with other tasks that may require assistance.
5. The Financial Officer shall:
 - a. Maintain the SOC budget.
 - b. Provide a report of the budget and other analysis as needed.
 - c. Oversee transfer of allocated SGA funds to designated SOC recognized organizations.
 - d. Maintain a working relationship with SGA Financial Officer.
 - e. Maintain a working relationship with treasurers or recognized SOC organizations.
6. The Poster Room Manager shall:
 - a. Maintain poster room materials for use by organizations.
 - b. Maintain a working relationship with the SGA PR Director, when needed
 - c. Publicize all SOC programs including but not limited to, Leader's meetings and the fall and spring Co-Curricular fair.
7. The Members at Large shall:
 - a. Communicate with organizations, such as notifying them of SOC decisions, as needed.
8. The First Year Representative shall:
 - a. Communicate with organizations, such as notifying them of SOC decisions, as needed.
 - b. Serve as the liaison between the committee and First-Year students while gaining a working knowledge of how the SOC functions.
9. Student Organization Leaders shall:
 - a. Attend all SOC program meetings deemed necessary by the SOC coordinator.
 - b. Keep representatives informed of organizations activities
 - c. Observe and maintain compliance with all SOC and SGA bylaws
10. The Coordinator may add temporary positions on an as needed basis, that will be evaluated every year by the newly elected Coordinator

Section C – Recognition

1. In order to be considered for recognition, applicants shall:
 - a. Be comprised of at least seven St. Olaf students (including the initiator)
 - b. Comply with St. Olaf policies and procedures
 - c. Benefit some important aspect of the St. Olaf community
 - d. Present the following material to the SOC:
 - i. Copy of the organization constitution and/or by-laws

- ii. Up-to-date list of officers of facilitators(s) and members each semester.
 - iii. Choose an organization category for which to belong, or else accept that given by the SOC, from:
 - 1. Academic Organization
 - 2. Awareness Organization
 - 3. Multicultural Organization
 - 4. Political Organization
 - 5. Athletic Organization
 - 6. Special Interest Organization
 - 7. Religious Organization
 - 8. Volunteer and Service Organization
 - 9. Temporary Project/Honor Houses Organization
 - iv. Names of national or state affiliation, if applicable.
 - v. Statement of agreement to abide by St. Olaf College and SGA policies, which exists on the petition.
 - vi. Willingness to meet SOC Coordinator or a representative from the SOC upon request.
 - vii. Brief listing of planned events of the year.
 - viii. Name of a faculty/staff advisor.
- e. Submit their application at any time 2 weeks before Reading Day during the academic year
2. Each recognized organization has the opportunity to:
 - a. Request monies from the Student Organization Committee
 - b. Use the Poster Room and the resources available within.
 - c. Use college facilities (meeting rooms, media services, print shop, etc.)
 - d. Utilize the Student Activities Office and SOC sponsored programs (leadership workshops, Co-Curricular Faire participation, etc.)
 - e. Use the College name in conjunction with programs
 - f. Engage in fundraising for organization
 - g. Be represented on Student Senate by the SOC Coordinator
 - h. List organization's name in College publications
 - i. Sponsor events for St. Olaf body
 - j. Request funding from DCC or VN or SOC
 - k. Hold a College Lawson account, department card and financial advice
 - l. Receive assistance from College departments (academic, information services, Dean's office, food service, etc.)
 3. Recognized organizations shall:
 - a. Not be recognized until officially informed by the SOC
 - b. Not discriminate on the basis of race, religion, color, national origin, gender, sexual preference or disability of any kind
 - c. Not sponsor, engage in, or publicize activities that are illegal or against St. Olaf policy (e.g. Dances at the Grand)
 - d. Not apply for funding from two different branches of SGA
 - e. Develop a clear definition of their goals and ideals through leadership positions and group programs
 - f. Provide opportunities for personal growth through leadership positions and group programs
 - g. Provide activities which shall be open to the entire St. Olaf community
 - h. Promote St. Olaf College through positive representation on and off campus
 - i. Work to benefit St. Olaf students attend mandatory leader's meeting

- j. Shall submit an updated list of officers to the Student Organizations Database at the end of each year. If this is not completed, the organization will be stricken.

Section D- SOC Funds

1. The SOC shall:
 - a. Allocate student organization funds
 - b. Remain accountable to the administration, the Student Senate, and the rules and regulations of SOC.
 2. Evaluate all requests for funds based on the demonstrated need and effort of the group and the relative worth of the programs to the St. Olaf community
 3. Hold a seven to ten-minute, in-person interview with each applicant. The SOC Coordinator and the Committee can waive the interview in urgent funding situations.
 4. Take into account the limits of funds available.
 5. Maintain records as to the use of all funding and check student organizations school accounts to ensure that funding only be used in accordance with funding guidelines
 6. Reserve the right to reject requests for funds that are in violation of policies and procedures of SOC, the Student Government Association and/or St. Olaf College.
 7. Not be obliged to fulfill the monetary needs of any organization.
2. Student organizations shall:
 - a. Use money given by SOC for the following:
 1. Print Shop for flyers and newsletters
 2. Office supplies
 3. Speaker honoraria
 4. Limited transportation and parking
 5. Supplies for organizational activities
 6. Media services
 7. Publicity
 8. Educational and training literature
 9. Leadership training seminars and/or retreats
 10. Film rental and purchase
 11. Gifts under \$25
 - b. Not spend SOC monies on the following:
 1. Non-leadership and/social conferences
 2. Previous debts (unless as specified by the committee)
 3. Contributions to political parties and political activities
 4. Activities that are in violation of local, state and federal law
 5. Gifts over \$35 (if over, the gift must be approved by the Student Organizations Coordinator [refer to SGA Policy Manual])
 6. Activities that are in violation of the constitutional rights of others
 7. Activities that are in violation of St. Olaf policy
 8. Emergency or personal loans to individuals
 9. Personal purchases
 - c. Donations/spending for off-campus organizations, unless that money allows St. Olaf students to participate in that organization
 - d. Not request funds from VN or DCC except for the purpose of holding a diversity celebration in Article IX Section G 2.

3. SOC will stop the semester's transferring of Funds by Reading Day.

Section E- Special Organization Funding

1. Applicants for special organization funding shall:

- a. Submit their applications two weeks before the scheduled event(s) and shall be made no later than two weeks before Reading Day
 - i. Grant reimbursements will be considered only in special circumstances at the discretion of the SOC Coordinator
- b. Demonstrate that their activit(y/ies) benefit St. Olaf students culturally, socially, spiritually, or recreationally
- c. Be officially recognized student organizations, excluding SGA administrative, advocacy, and programming branches or individual
- d. Have been a recognized student organization for two (2) weeks before applying
- e. Be denied funding for:
 - i. Failure to submit a finalized budget
 - ii. Failure to comply with other SOC rules and regulations will result in sanctions specified in Section G of these bylaws

2. The SOC shall:

- a. consider all funding applications received in time for its weekly meetings
- b. not be obliged to fund the entirety of the amount requested
- c. use the following criteria to reach their final decision:
 - i. The number of students affected directly and indirectly by the event or campaign
 - ii. The presence or lack of additional fund-raising efforts.
 - iii. The efficiency and financial value of the event in relation to its cost.
 - iv. Any previous special organizational funding awarded to the organization
 - v. Duplication of other events or organizational efforts
 - vi. Funds remaining in the SOC Co-sponsorship or grant fund
 - vii. Any other criteria deemed appropriate by the SOC executive committee
- d. be able to, in cases where the proposed event takes place off-campus, request that organizations provide the student body with on-campus programming related to the event
- e. be able to request a level of personal financial commitment by participants for events such as leadership workshops, conferences, and special celebrations that provide an indirect benefit to the St. Olaf community and a direct and significant benefit to the individuals who participate
- f. be given credit of all publicity materials as a co-sponsor of any event for which special organizational funds are awarded
- g. inform applicants of any conditions attached to funds and provide forms with which organizations may report a finalized budget and summary of the event.
- h. receive excess funds indicated by finalized budgets submitted by organizations that receive special funding

Section F- Funding Sanctions

1. The purpose of these guidelines is to protect the students' tuition monies that have been given to SOC, and to ensure that their money is spent within the guidelines that the college and SGA has put forth.
2. If a student organization spends more money than they have been allocated, then the following

actions will taken:

- a. First Semester- organizations will be notified about debt and will have to meet with the SOC Coordinator to make sure that the incurred debts will be paid.
 - b. Provide funding to organizations with a negative Lawson Balance for the express purpose of returning them to a zero balance. This is reserved for extremely extenuating circumstances
3. The SOC reserves the right to:
- a. freeze and/or withdraw the Operational Funding from any group due to breach in college policy, inappropriate behavior, failure to comply with directives given by SOC, and for other reasons that are deemed appropriate by the SOC Committee
 - b. remove any unused SOC monies (the \$50 per semester, other monies) at the end of an academic year. SOC monies do not include funds deposited into the organization account by the organization.

Section G - Decisions

1. All Recognition and Funding Decisions of the SOC shall be reported to the Student Senate
2. Student organizations may appeal to the Student Senate any decision made by SOC
3. The SOC shall inform organizations of all decisions within two (2) business days of their meeting

Section H - Appeals

1. Student organizations may:
 - a. appeal sanctions or funding decisions due to unforeseen circumstances beyond their control to the SOC directly
 - b. appeal to the Senate any decision made by the SOC
2. The SOC reserves the right to uphold or repeal all repealed sanctions or decisions.
3. The Student Senate may override all decisions made by the SOC with a two-thirds majority

Section I - Student Organization Publicity

1. All recognized student organizations have full access to the poster room and org storage during the operating hours of the Student Activities Office.
2. Students organizations may:
 - a. make a maximum two (2) roll paper signs for each event
 - b. not place signs and banners on the railings in the Crossroads
 - c. not place signs exceeding the maximum of one (1) roll in length and three (3) feet in width
 - d. have all signs date stamped in the Student Activities Office
 - e. hang signs beyond seven (7) days
 - f. not place signs on Fireside furniture
 - g. place signs in other buildings contingent on seeking advice from the Director of Buntrock Commons for policies
 - h. only hang signs within the regulations outlined in these SGA Bylaws.

Section J- Budget

1. The SOC Financial Officer will present a financial report at each meeting of the SOC and shall administer the budget.

Article VI – Music Entertainment Committee

Section A – Powers

The Music Entertainment Committee (MEC) shall be devoted to organizing diverse concerts, music events, and other forms of music entertainment that represent the varied interests of St. Olaf students. The purpose of these events is to provide students with musical community building experiences outside of an academic setting, and to give them an opportunity to thoughtfully become involved in campus life. MEC will work to provide entertaining and intentional experiences, both in large and small venues, in social settings for students of all musical interests.

Section B—Membership

1. MEC Coordinator
 - a. Chair weekly MEC meetings, complete with an agenda and subcommittee meetings
 - b. Be responsible for the administration and coordination of the operations and policies of MEC
 - c. Administer SGA Allocation monies assigned to the MEC Budget in accordance with the SGA Constitution, these bylaws, and all other SGA financial guidelines
 - d. Maintain a direct working relationship with the Lion’s Pause Co-Coordinators and Lion’s Pause Tech Managers
 - e. Post and maintain regular office hours, no less than five hours per week.
 - f. Provide each member in the committee with a set of obligations and duties at the beginning of the year (including a copy of the SGA Policy Manual Article VII, and the SGA Bylaws, Article VI)
 - i. Failure to comply by these obligations/duties means the member in question is subject to removal by the coordinator
 - g. Select, through an application and interview process, MEC positions/members, and place each member of MEC into one of the three subcommittees that corresponds with their interests and skills upon admittance into the committee
 - h. Facilitate team bonding and community building within Committee
 - i. Guide and mentor members in operations; provide members with resources and direction throughout year
 - j. Maintain good relationship with Assistant Director of Student Activities
 - k. Seek out feedback from committee members on a regular basis
2. MEC subcommittees
 - a. MEC shall be divided into three subcommittees (more information and responsibilities found in SGA Policy Manual, Article VII)
 - i. Lair
 1. Responsible for coordination and hosting of all small size concerts on campus, along with non-live music events.
 - ii. Campus Musicians
 1. Responsible for support of campus musicians, DJs, and producers
 - iii. Mane Stage
 1. Responsible for support of large size concerts

3. MEC specific membership positions
 - a. Campus Musicians Coordinator
 - i. Chair subcommittee meetings
 - ii. Delegate responsibilities to members within subcommittee
 - iii. Update and maintain a list of all current campus bands/musicians, complete with up to date contact information
 - iv. Remain in constant contact with campus musicians
 - v. Serve as spokesperson/liason for campus musicians
 - vi. Book, host, and coordinate campus musician shows (~2/semester, 1/interim)
 - vii. Coordinate/oversee campus DJ residency program
 - viii. Report to whole committee on actions of subcommittee
 - b. Lair Coordinator
 - i. Chair subcommittee meetings
 - ii. Delegate responsibilities to members within subcommittee
 - iii. Be knowledgeable about variety of small, local artists
 - iv. Be knowledgeable and able to share knowledge about process of booking, hosting, and coordinating small-budget shows
 - v. Oversee the booking, hosting, and coordinating of small-budget shows (~3/semester, 1/interim)
 - vi. Oversee non-live music events (~1-2/semester)
 - vii. Be knowledgeable about subcommittee budget
 - viii. Report to whole committee on actions of subcommittee
 - c. Mane Stage Coordinator
 - i. Chair subcommittee meetings
 - ii. Delegate responsibilities to members within subcommittee
 - iii. Assist in coordination/delegation of large concert responsibilities
 1. Fall/Spring Concert brainstorming and voting
 2. Ticket sales
 3. Sign-ups for ticket sales, day of show, etc.
 4. Artist reveal
 5. Green room/hospitality logistics
 - iv. Report to whole committee on actions of subcommittee
 - d. Executive Assistant
 - i. Record minutes and attendance at MEC meetings
 - ii. Send minutes to committee (1-2 days after meeting)
 - iii. Other administrative task that the coordinator may need done
 - e. Financial Officer
 - i. Oversee/organize MEC spending and budgets with MEC coordinator
 - ii. Manage line-items with MEC coordinator
 - iii. Provide a monthly budget update at MEC meetings
 - f. Marketing and Communications Officer (2)
 - i. Create clear/visually appealing MEC publicity and marketing material as requested by coordinator
 - ii. Work to increase awareness of MEC events
 - iii. Maintain direct relationship with SMO, show hosts

- g. Social Media Officer
 - i. Promote MEC and MEC events to the community/student body through regular maintenance of social media presence
 - ii. Upload regular, relevant content (may not be directly associated with MEC promotion/events)
 - iii. Create Facebook events for each MEC event
 - iv. Work to increase awareness of MEC events
 - v. Seek student input
 - vi. Maintain direct relationship with MCOs, show hosts, photographer
 - vii. Post photos from past events on social media platforms
- h. Webmaster
 - i. Maintain MEC's presence on SGA's Oleville web platform through regular posting (1/wk), update of member bios, or whatever is called for at the time
 - ii. Work to increase transparency between student body and MEC actions
 - iii. Post/update events in campus master calendar
- i. Photographer
 - i. Attend all MEC events and photograph the artist and audience
 - ii. Edit and send photos to SMO and Manitou Messenger for publishing in a timely manner after Lair or CM show (unless otherwise specified)
 - iii. Edit and send photos to coordinator in timely manner after Fall/Spring concert (or any large contracted event in the case that photos need to be approved before made public)
 - iv. Maintain direct relationship with SMO, Manitou Messenger
- j. KSTO Liaison
 - i. Must be a member of KSTO staff, attend both KSTO and MEC weekly meetings
 - ii. Represent interests and report on actions of KSTO, so that both orgs may better work together
 - iii. Work on collaboration events between KSTO and MEC

Section C – Selection Guidelines

1. MEC members and positions shall be selected through an application and interview process following the election of the MEC Coordinator in the spring. The MEC Coordinator-elect shall appoint the Music Entertainment Committee positions and members-at-large based on the following guidelines:
 - a. The coordinator will consult with the former MEC Coordinator to be advised on committee planning/structure
 - b. The coordinator will make every effort to appoint a diverse committee representing various musical tastes, class years, backgrounds, identities, and involvements
 - c. The coordinator shall appoint members to specific positions based upon past experience, qualifying skills, work ethic, and attitude

Section D – Budget

1. The Music Entertainment Coordinator shall approve all transactions relating to the MEC budget

2. The MEC budget shall be subject to all rules and regulations of the SGA as outlined in these bylaws and the SGA policy manual.

Section E – Meetings

1. MEC shall meet weekly, and upon the discretion of the MEC Coordinator
2. Attendance Policy
 - a. All members are required to attend weekly MEC meetings
 - b. Coordinator shall instate a policy of attendance. Failure to comply by the policy means the member in questions is subject to removal by the MEC coordinator
 - c. In the event the member cannot attend a meeting, the member shall notify the MEC chair prior to the meeting

Article VII – Lion’s Pause

Section A – Powers

The Lion’s Pause shall be devoted to providing the student body with an area for recreation, entertainment, campus band practices, economical snacks, and a social atmosphere.

Section B – Officers

1. The Lion’s Pause Coordinators shall:
 - a. Chair the Lion’s Pause Executive committee.
 - b. Be responsible for the administration and coordination of the operations and policies of the Lion’s Pause.
 - c. Administer SGA Allocation monies assigned to the Lion’s Pause budget and earned through the Lion’s Pause operations in accordance with the SGA Constitution, these bylaws and all other financial guidelines.
 - d. With the assistance of the Lion’s Pause executive committee, prepare for the Senate an in-depth financial report of the Pause kitchen no less than once per semester. Such reports shall contain an itemized summary of the expenses and revenues of the Pause kitchen, including sales figures and profit/cost analysis for each menu item.
 - e. Both Co-Coordinator shall attend Senate meetings weekly and each Co-Coordinator will have one vote.
 - f. Select, through an application and interview process, Lion’s Pause executive committee positions not provided for by election or some other appointed method as noted in these bylaws.
 - g. Maintain a direct working relationship with Programming Branches.
 - h. The Lion’s Pause shall hire students for the Lion’s Pause Executive positions according to the current needs of the Lion’s Pause Facility. The executive officers must be eligible for work study. These Officers shall follow position guidelines in the Pause Executive Manual.

Section C – Selection Guidelines

1. Pause executive committee members shall be selected through an application and interview process following the election of the Lion’s Pause Coordinator(s) in the spring. The interview committee shall consist of the Lion’s Pause Coordinator(s)-elect and any other parties the Coordinator(s) –elect deem necessary.
2. Executives are permitted to apply for an executive position in consecutive years under

- stipulations created by the Lion's Pause Coordinator(s)-elect.
3. For further regulations regarding employment practices see the St. Olaf Student Handbook.

Section D – Budgets

1. The Lion's Pause Coordinator(s) shall administer the Pause budget.
2. The Pause budget shall be subject to all rules and regulations of the SGA as outlined in these bylaws and the policy manual.
3. At the end of the fiscal year, the Pause will retain up to 30,000 dollars from the total amount of revenue for that year, which will be placed in the Pause capital improvement account.
 - a. The Pause capital improvement account will have no cap.
 - b. Exceeding the 30,000 dollars, 50 percent will be placed in the SGA capital improvements fund and 50 percent will be placed in the Pause capital improvement account.
 - c. This money will be used for the start up costs for the following year as well as inner-Pause capital improvements.
 - d. Pause capital improvement projects costing 10,000 dollars or more will require the approval of the Director of Student Activities.
 - e. Pause capital improvement projects costing 20,000 dollars or more will require the approval of the Senate.

Section E – Meetings

1. All Pause executive committee members shall schedule a weekly meeting with the Lion's Pause Coordinator(s) and the Pause advisor.
2. All Pause executive committee members who are in direct supervision of another position(s) or committee shall hold meetings whenever necessary.

Article VIII – Volunteer Network

Section A – Powers

The Volunteer Network (VN) shall provide a variety of volunteer opportunities for St. Olaf students to serve Northfield and surrounding communities.

Section B – Membership

1. VN Executive Committee
 - a. The Volunteer Network Coordinator shall:
 - i. Chair the VN executive committee.
 - ii. Be responsible for the administration and coordination of the operations and policies of the VN.
 - iii. Administer SGA Allocation monies allocated to the VN budget in accordance with the SGA Constitution, these bylaws, and all other SGA financial guidelines.
 - iv. Select, through an application and interview process, VN executive committee positions in the spring of the previous year (except for the two first-year representatives).
 - v. Contact the future service organization presidents in the spring of the previous

- year to outline the benefits and responsibilities of being a part of the Volunteer Network.
- vi. Post and maintain regular office hours, not less than five hours per week.
- b. The Assistant Coordinator shall:
 - i. Take minutes at all VN executive and extended meetings.
 - ii. Distribute weekly updates to VN executives on event and project progress by promptly sending out the minutes.
 - iii. Work with the Marketing and Communications Officer and Web Content Manager to develop VN content for Oleville, including but not limited to program and volunteer highlights, upcoming events, collaboration with other on-campus and community organizations.
 - iv. Support Volunteer Network Coordinator in administration of VN activities.
- c. The Financial Officer
 - i. Maintain the VN budget.
 - ii. Oversee the transfer of allocated SGA funds to VN organizations following approved funding requests
 - iii. Respond to an organization promptly after a funding request has been approved.
- d. The Special Projects Coordinator shall:
 - i. Be responsible for the facilitation, planning on delegation of tasks related to VN special events.
 - ii. Oversee the reservation of spaces and equipment and the purchasing of supplies
- e. The Marketing Communications Officer shall:
 - i. Work to increase community awareness of volunteerism sponsored through the VN on campus.
 - ii. Manage the VN Marketing Team to ensure cohesive branch representation
 - iii. Work in conjunction with the Assistant Coordinator, Web Content Manager, and Social Media Coordinator to develop content for Oleville and social media, including program and volunteer highlights and upcoming events.
- f. The Web Content Manager shall:
 - i. Work under the Marketing and Communications Officer to promote VN events, activities, and programs through VN's Oleville page.
 - ii. Develop content for Oleville with the Assistant Coordinator and Marketing and Communications Officer.
 - iii. Serve as a member of the VN Marketing Team to ensure cohesive branch representation.
- g. The Social Media Coordinator shall:
 - i. Work under the Marketing and Communications Officer to promote VN events, activities, and programs, through social media.
 - ii. Serve as a member of the VN Marketing Team to ensure cohesive branch representation.
- h. The Campus Community Connections Coordinator shall:
 - i. Connect with Northfield community organizations to promote collaboration with the community and recognition of St. Olaf volunteers in Northfield.
 - ii. Connect with organization leaders in the Northfield community and maintain a channel of communication allowing Northfield organizations to find student volunteers.

- iii. Bring needs of the Northfield community to the VN Executive Committee and work with the Program Director Coordinator to make sure those needs are being met.
- i. The Program Director Coordinator shall:
 - i. Meet with the Program Director and Honor House Representative once a semester.
 - ii. Oversee volunteer hour logs from Program Directors each month which are located on VN's Oleville page.
 - iii. Provide the Coordinator and Staff Advisor with the current volunteer enrollment and hours logged in December and May.
 - iv. Support the new programs in their initial development and make sure they are functioning smoothly.
- j. The First Year Representative shall:
 - i. Serve as the liaison between the committee and first-year students while gaining a working knowledge of how the committee functions.
 - ii. Coordinate at least one volunteer event during the school year.
 - iii. Evaluate the effectiveness of VN's outreach to the first year students.
- 2. Volunteer Network Program Directors
 - a. Program Directors shall:
 - i. Recruit, train, and support volunteers.
 - ii. Attend all program director meetings throughout the year.
 - iii. Attend or send a representative to the Fall and Spring Volunteer Network Fair.
 - iv. Maintain a working relationship with the VN Program Director Coordinator.
 - v. Promote and evaluate the program.
 - vi. Respond promptly to all emails sent by the VN Coordinator or Program Director Coordinator
 - vii. Recruit a suitable replacement program director for the following year and send this person's contact information to the newly elected VN Coordinator.
 - viii. Ensure that all volunteers in their organization have logged volunteer hours at the end of each month.
 - b. Volunteer Network Members
 - i. Any individual that feels the need to serve others is encouraged to become a volunteer for Volunteer Network organizations.
 - ii. All volunteers working with minors or vulnerable adults on campus must complete the Sexual Assault training as dictated by St. Olaf College.

Section C – Selection and Guidelines

1. VN executive committee members shall be selected through an application and interview process following the election of the Volunteer Network Coordinator in the spring of the previous year.
2. Program directors shall be recruited and trained by the previous program director and the Program Director Coordinator.
3. All Program Directors must attend VN training and financial training at the beginning of the school year.

Section D – Budgets

1. VN Shall:
 - a. Allocate Volunteer Network organization funds.
 - b. Remain accountable to the administration, the Student Senate, and St. Olaf students.
 - c. Evaluate all requests for funds based on the demonstrated need and effort of the group and the relative worth of the programs to the St. Olaf community.
 - d. Take into account the limits of funds available
 - e. Hold an interview with representatives of the organizations in the case of funding requests exceeding \$100.
 - f. Maintain records as to the use of all funding and check student organizations school accounts to ensure that funding only be used in accordance with funding guidelines.
 - g. Reserve the right to reject requests for funds that are in violation of policies and procedures of VN, the Student Government Association and/or St. Olaf College.
2. VN organizations shall:
 - a. Use monies given by VN for the following:
 - i. Printing expenses
 - ii. Office supplies
 - iii. Speaker honoraria
 - iv. Transportation expenses
 - v. Supplies for organizational activities
 - vi. Media services
 - vii. Publicity
 - viii. Leadership trainings and/or retreats
 - ix. Food and non-alcoholic beverages
 - b. Not spend VN monies on the following:
 - i. Previous debts
 - ii. Contributions to political parties and activities
 - iii. Activities that are in violation of local, state, and federal law
 - iv. Activities that are in violation of St. Olaf College policy
 - v. Personal purchases
3. Not request funds from SOC or DCC, except for the purpose of holding one of the diversity celebrations listed in Article IX Section G 2.

Section E – Meetings

1. The VN executive committee shall meet once per week during the academic year.

Article IX – Diversity Celebrations Committee

Section A – Powers

The Diversity Celebrations Committee (DCC) shall be devoted to funding and promoting diversity related programming for diversity organizations. The purpose of the Diversity Celebrations Committee is to provide diversity organizations with the support and funding necessary for them to accomplish their mission in St. Olaf. Funding for diversity programs shall be given for events to benefit the St. Olaf community or for the benefit of the diversity organization’s mission as stated in their

constitution. The Diversity Celebration Committee may also host their own events for the benefit of the St. Olaf Community or for their member diversity organizations.

Section B – Membership

1. DCC Executives
 - a. The Diversity Celebrations Coordinator shall:
 - i. Chair the DCC.
 - ii. Be responsible for the administration and coordination of the operations and policies of the DCC.
 - iii. Administer SGA Allocation monies assigned to the DCC budget in accordance with the SGA Constitution, these bylaws and all other SGA financial guidelines.
 - iv. Select, through an application and interview process, DCC executive committee positions (Executive Assistant, Financial Officer, Marketing Communications Officer, First-Year Representative) not provided for by election or some other appointed method.
 - v. Maintain a direct working relationship with the Office of Multicultural Affairs.
 - vi. Assign at least one dcc executive to attend all diversity celebrations.
 - b. The DCC Executive Assistant shall:
 - i. Keep minutes of all DCC meetings.
 - ii. Be responsible for collecting, distributing, and archiving celebration budget proposals and finalized budgets.
 - iii. Chair the committee if the Coordinator is absent
 - c. The DCC Financial Officer shall:
 - i. Oversee DCC spending and budgets.
 - ii. Serve as a member of the SGA Finance Committee.
 - d. The DCC Marketing Communications Officer shall:
 - i. Create publicity for DCC celebrations (excluding DCC subcommittees).
 - ii. Submit DCC celebrations entries to campus event calendars.
 - iii. Maintain the PR budget.
 - iv. Serve on the SGA Public Relations committee.
 - e. The First Year Representative shall:
 - i. Assist the executive committee with any administrative work as assigned.
 - ii. Serve as the liaison between the committee and First-Year students while gaining a working knowledge of how the committee functions.
 - iii. Serve on the DCC spring event planning committee.
 - f. All diversity celebrations under DCC must have a DCC executive in attendance as assigned by the DCC Coordinator.
 - g. Failure to uphold duties will result in dismissal at the discretion of the Advisor and Coordinator
2. Representatives
 - a. The DCC Representatives shall:
 - i. Consist of one representative from the following organizations:
 1. Celebrate South Asia (CSA!)
 2. Cultural Union for Black Expression (CUBE)
 3. Gay, Lesbian, or Whatever! (GLOW!)

4. Hmong Culture Outreach (HCO)
 5. International Student Organization (ISO)
 6. Karibu
 7. Presente
 8. SOMOS
 9. Talking Circle
 10. Chinese Culture Club (CCC)
 11. Team Tibet
 12. Vietnamese Organization Inspiring Cultural Engagement (VOICE)
- ii. Regularly attend their respective organizations' meetings and meetings of DCC.
 1. If necessary, a proxy may be sent with appropriate notice to the Coordinator.
 2. Consecutive absences will result in a warning from the Coordinator and a meeting with the Advisor. Respective organization leadership will be notified.
 3. At the request of the Advisor and Coordinator, a new representative may be selected for replacement by the respective organization. The new representative must be approved by the Advisor and Coordinator.
 - iii. Report to DCC on the progress of their respective organizations.
 - iv. Report DCC updates to their respective organizations.
 - v. Work with their organization treasurer to draft budgets for celebrations and submit to Financial Officer before specified deadline.

Section C – Selection Guidelines

1. The DCC Executive Assistant, Financial Officer, Marketing Communications Officer, and First-Year Representative shall be selected through an application and interview process following the election of the Diversity Celebrations Coordinator. The interview committee shall consist of the Diversity Celebrations Coordinator-elect, and the staff advisor from the Office of Multicultural Affairs (MCA).
2. The DCC organization representatives shall be elected by their respective organizations in the spring to serve on the DCC for the following year.
3. To join DCC, a group must have events that coincide with the mission statement of DCC. The group will then present to DCC for selection by majority vote.
4. Once selected, the group will immediately appoint a representative to serve on DCC.

Section D – Budgets

1. The Diversity Celebrations Coordinator shall administer the DCC budget.
2. The DCC budget shall be subject to all rules and regulations of the SGA as outlined in these bylaws and the SGA policy manual.
3. Budgets for each respective celebration must be submitted two meetings in advance.
 - a. Failure to do so may result in loss of funds at the discretion of the DCC Coordinator.
4. The funding guidelines for diversity organizations shall be compiled in the SGA policy manual.
5. DCC organizations listed in Article IX Section G 2 shall not submit funding requests to SOC or VN for the purpose of funding Celebrations listed in Article IX Section G 2.

Section E – Meetings

1. The Diversity Celebrations Committee, comprised of both the executive committee and the organization representatives, shall meet no less than twice monthly.
2. The meetings of the subcommittees shall be determined by each respective subcommittee chair.

Section F – Meeting Procedure

1. At least $\frac{2}{3}$ of DCC members must be present at each meeting.
2. All decisions shall be decided majority vote of DCC members present at the meeting. Email responses shall be used only in special circumstances determined by the coordinator.
3. The DCC coordinator is not a voting member.

Article X – After-Dark Committee

Section A – Powers

The After-Dark Committee (ADC) shall be devoted to organizing late night programming that caters to St. Olaf students. The committee shall be responsible for providing unique, interactive programming between 10 pm and 3 am either on campus or off-campus. The purpose of these events is to foster nightlife on campus with an emphasis on creativity, diversity safety and student collaboration.

Section B – Membership

1. ADC executive committee
 - a. The After-Dark Coordinator shall:
 1. Chair the ADC committee.
 2. Be responsible for the administration and coordination for the operations and policies of ADC.
 3. Administer SGA Allocation monies assigned to the ADC Budget in accordance with the SGA Constitution, these bylaws, and all other SGA financial guidelines.
 4. Select, through an application and interview process, ADC Committee positions and at-large members not provided for by election or some other appointment method.
 5. Post and maintain regular office hours, no less than five hours per week.
 6. Ensure a programming report is completed after each ADC event.
 - b. Large Events Chair shall:
 1. Work with the ADC Coordinator to facilitate the development of large events with the whole committee
 2. Be responsible for the planning of a large event in the fall and in the spring, not including the Electric Run
 3. Proactively consider and address any problems that must be addressed before the event takes place
 - c. The Financial Officer shall:
 1. Create a budget with the Coordinator and oversee ADC spending budgets.
 2. Updates the budget weekly based on committee purchases and any changes in projected spending
 - d. Small Events Chair shall:

1. Work with ADC Coordinator and small groups to ensure planning proceeds efficiently and all tasks are completed in a timely manner.
 2. Consult with groups to ensure PR Requests, Programming Reports and Ole the Lion HMU's are completed
- e. Social Media Officer(s) shall:
1. Create and maintain ADC social media accounts (Facebook and Instagram) and content, such as but not limited to posts, photos, contests, prizes, etc.
 2. Develop and execute creative, alternative publicity strategies utilizing social media.
 3. Work to increase community awareness and cohesive branding of ADC events, and larger SGA.
 4. Seek student input on types of events selected by ADC.
- f. Executive Assistant shall:
1. Keep electronic minutes of ADC meetings.
 2. Distribute minutes electronically after each ADC meeting.
 3. Assist the Coordinator in organizing ADC's storage area and maintain a working knowledge of the storage area contents.
- g. Marketing Communications Officers (MCO) shall:
1. Create and maintain ADC publicity materials such as, but not limited to posters and social media posts
 2. Develop and execute creative, alternative publicity strategies.
 3. Work to increase community awareness and cohesive branding of ADC events, and the larger SGA.
 4. Seek student input on types of events selected by ADC.
- h. Web Content Manager (WCM) shall:
1. Maintain ADC's Oleville Page by writing posts about upcoming ADC events, posting photos from past events, etc.
 2. Act as a resource for event leaders and assist event leaders in creating forms and other methods that allow students to interact with ADC through Oleville
- i. Pause Dance Officer(s) shall:
1. Act as the event leads of Pause Dances. They shall communicate with ADC Coordinator, the Lion's Pause, and the entire After Dark Committee in order to plan and execute Pause Dances
- j. DJ Officer(s) shall:
1. Actively seek out new DJ talent and interest at the beginning of each semester with the help of MEC.
 2. Coordinate on-campus DJ Dances.
 3. Maintain a working relationship with other branches of SGA and student organizations, and other campus groups in order to provide campus DJs for their events.
 4. Fairly allocate gigs to DJs of all skill levels, acknowledging that Previous DJ knowledge is not required, but is an asset.
- k. Sustainability Officer shall:
1. Consult with each planning group in order to obtain a list of items needed for each events.
 2. Investigate ways to purchase items locally and reduce waste by means of reusing, recycling, reducing packaging etc.
- l. Agents of Darkness (Members-at-Large/First year reps) shall:

1. Be an active member of ADC, its meetings, its events, and activities.
2. Abide by the ADC Policy Manual.
3. Seek input of student body for events.
4. Generate creative and diverse event ideas.

Section C – Selection Guidelines

1. ADC committee positions and at-large members shall be selected through an application and interview process following the election of the After-Dark Coordinator in the spring. Members shall be chosen by the ADC Coordinator – elect. Effort should be made to consult with the previous holder of the position. The same process shall be applied for first year applicants and any interested upperclassmen in the fall.
2. The After-Dark Coordinator shall appoint the After-Dark Committee members based on the following guidelines:
 - a. The coordinator will consult with the former ADC Coordinator and advisor to be advised on committee planning and structure.
 - b. The coordinator will make every effort to appoint at least one person from each St. Olaf graduating class for their members at large.
 - c. The coordinator will make every effort to appoint a diverse committee representing different talents and interests.

Section D – Budget

1. The After-Dark Coordinator shall administer the ADC budget with assistance from the financial officer.
2. The ADC budget shall be subject to all rules and regulations of the SGA as outlined in these bylaws and the SGA policy manual.
3. Interested student groups may ask ADC for funding to co-host and/or co-sponsor an event. Funding decisions will be made at the discretion of the ADC Coordinator and Committee to ensure the event is aligned with ADC’s mission. The Financial Officer will allocate these funds to ensure no “double dipping” occurs between ADC and any other branch of SGA.

Section E – Meetings

1. The ADC committee shall meet no less than thrice monthly, and upon the discretion of the ADC Coordinator.

Article XI – Executive Committee

Section A – General Responsibilities

1. All SGA executive officers adhere to the following, unless otherwise specified:
 - a. Faithfully execute all directives of the Senate.
 - b. Post and maintain regular office hours, not less than five hours per week, except the Executive Assistant, who must maintain not less than three hours per week.
 - c. Serve on the SGA executive committee.
 - d. With the assistance of the respective branch executive committee, prepare an in-depth programming report to be filed in the Office of Student Activities. Such

- reports shall contain an itemized summary of the expenses and general notes on the event.
- e. Assist SGA financial officer in accurately constructing and maintaining the respective branch's budget.
 - f. Charged with handling the day to day operations of the respective branch and SGA
2. The following duties must be fulfilled during the spring in which the executive is elected:
 - a. Maintain no less than three office hours per week.
 - b. Meet with the current executive at least once in order to facilitate a smooth transition.
 - c. Meet with your committee's advisor at least once.
 - d. Attend spring training.
 - e. Fill as many committee positions as possible for the following year.
 - f. Work with the SGA Financial Officer to set the following year's budget.
 - g. Determine what members of your committee need to return to campus early and inform the President-elect of your decision.
 - h. Provide the President-elect with summer contact information for yourself and your entire committee.
 - i. Letters a-d do not apply to students who are studying off-campus in the semester they are elected.
 3. All SGA Executive Officers who will not be on campus for Interim must prepare a proxy who will fulfill the following requirements:
 - a. Attend a week of office hours prior to Interim
 - b. Transfer all necessary items, e.g. office keys, access to Shared Drive, etc.
 - c. Continue to attend and facilitate meetings as usual.
 - d. Develop programming, as it is related to the branch.
 - e. Maintain office hours over Interim.

Section B – SGA President

1. The SGA President shall:
 - a. Be the chief executive officer of the SGA, with the responsibility for the administration and coordination of the operations and policies of the SGA.
 - b. Represent and speak on behalf of the SGA and the student community as a whole, both on and off campus.
 - c. Advocate and receive feedback from members of the student body on how best to serve the St. Olaf community.
 - d. Hold a minimum of at least 5 office hours in the Office of Student Activities (BC107) each week, and be available for all members of the student body.
 - e. Meet regularly with the Director of Student Activities to discuss and advocate for student issues along with the SGA Vice President.
 - f. Meet regularly with representatives of the Dean of Students Office to discuss and advocate for student issues along with the SGA Vice President.
 - g. Meet regularly with the St. Olaf College President to discuss and advocate for student issues along with the SGA Vice President.
 - h. Decide questions and resolve problems, in the event of an extreme emergency, without the immediate consent of the Senate, but with full Senate authority behind the decision. This executive prerogative is contingent upon the SGA President

- calling a meeting of the Senate within one week of its having been invoked, in order for the Senate to either pass or repeal the decision by the required majority.
- i. Send a proxy to on-campus and off-campus meetings in the event of an unavoidable scheduling conflict.
 - j. Attend St. Olaf College Faculty meetings when
 - 2. The SGA President shall, in regards to SGA Executive Committee
 - a. Chair the SGA executive committee.
 - b. Select, through an application and interview process, all members of the administrative team as noted below in conjunction with the SGA Vice President. These positions shall be subject to Senate confirmation.
 - i. Executive Assistant
 - ii. Marketing and Communications Director
 - iii. Webmaster
 - iv. Financial Officer
 - c. Host SGA executive committee training soon after spring elections, during Week One, and at the beginning of second semester.
 - d. Maintain strong relationships with all members of the SGA executive committee, serving as a resource and offering guidance when necessary.
 - e. Meet at least three times a month with the SGA executive committee and call emergency meetings when necessary.
 - 3. The SGA President shall, in regards to the Senate
 - a. Select, through an application and interview process, all positions not provided for by election noted below in conjunction with the SGA Vice President and relevant outside parties.
 - i. Video Marketing Director
 - ii. Student Alumni Liaison
 - iii. Interhall Campus Chair
 - b. Fill temporary Senate vacancies of less than one month by appointing a replacement with the approval of the Senate in conjunction with the SGA Vice President.
 - c. Administer, jointly with the SGA Vice President, SGA Allocation monies assigned to the SGA Administrative budget in accordance with the SGA Constitution, these bylaws, and all other SGA financial guidelines.
 - d. Assist the SGA Vice President in the administration and coordination of the operations and policies of the Senate.
 - e. Have a working knowledge of Robert's Rules of Order.
 - f. Advise and meet regularly with faculty committee senators along with the SGA Vice President.

Section C – SGA Vice President

Section C – SGA Vice President

- 1. The SGA Vice President shall, in regards to SGA generally:
 - a. Advocate and receive feedback from members of the student body on how best to serve the St. Olaf community.
 - b. Hold a minimum of at least 5 office hours in the Office of Student Activities (BC107) each week, and be available for all members of the student body.
 - c. Meet regularly with the Director of Student Activities to discuss and advocate for

- student issues along with the SGA President.
- d. Meet regularly with representatives of the Dean of Students Office to discuss and advocate for student issues along with the SGA President.
 - e. Meet regularly with the St. Olaf College President to discuss and advocate for student issues along with the SGA President.
 - f. Assume the duties of the SGA President in the event of his/her absence.
 - g. Administer, jointly with the SGA President, SGA Allocation monies assigned to the SGA administrative budget in accordance with the SGA Constitution, these bylaws, and all other SGA financial guidelines.
 - h. Assist the SGA President in the administration and coordination of the operations and policies of the executive committee.
2. The SGA Vice President shall, in regards to the SGA Executive Committee
 - a. Select, through an application and interview process, all members of the administrative team as noted below in conjunction with the SGA Vice President. These positions shall be subject to Senate confirmation.
 - i. Executive Assistant
 - ii. Marketing and Communications Director
 - iii. Webmaster
 - iv. Financial Officer
 - b. Maintain strong relationships with all members of the SGA executive committee, serving as a resource and offering guidance when necessary.
 3. The SGA Vice President shall, in regards to the Senate:
 - a. Be the chief executive officer of the Senate, with the responsibility for the administration and coordination of the operations and policies of the Senate.
 - b. Fulfill all obligations of the Senate as enumerated in Article XIV of these bylaws.
 - c. Select, through an application and interview process, all positions not provided for by election noted below in conjunction with the SGA President and relevant outside parties.
 - i. Video Marketing Director
 - ii. Student Alumni Liaison
 - iii. Interhall Campus Chair
 - d. Advise and meet regularly with hall senators and Senate subcommittee chairs.
 - e. Nominate a ~~senator~~ member or non-member of Senate to serve as the Senate parliamentarian, as outlined in Article XV, Section B, clause 3 of these bylaws.
 - f. Oversee all fall elections and form an ad hoc election commission if necessary.
 - g. Be responsible for holding Senate members accountable for completing their duties, as they are outlined in the Constitution, Bylaws, and Policy Manual, and as determined by Senate directives.
 - h. Plan and host SGA Senate retreats both at the beginning of first and second semester.
 - i. Deliver an end of the year Senate Report, detailing the goings on of the SGA Senate from the entire school year including approved proposals, initiatives, and subcommittee accomplishments.
 - j. The SGA Vice President shall ensure the following parties, individuals, and/or entities make presentations to the Senate during the Fall Session:
 - i. Student Life Division Advisor

- ii. Subcommittee Chair- mid-Semester report, with the chairs of all Senate subcommittees.
- iii. Subcommittee Chair- end of semester report, with the chairs of all Senate subcommittees
- k. The SGA Vice President shall ensure the following tasks are accomplished during the Fall Session:
 - i. Approval of Senate Meeting Dates for the entire year, with the SGA President and Vice President.
 - ii. Presentation of SGA current operating year budget, with the SGA Financial Officer and SGA President.
 - iii. Presentation SGA Bylaws percentage changes (Article XIII, Section B, Letter i), with the SGA Financial Officer and SGA President.
 - iv. Approval of Administrative positions, with the SGA President.
 - v. Approval of Parliamentary appointed current Senator position, with the SGA President.
 - vi. Presentation of Lion's Pause Financial Report, with the Lion's Pause Co- Coordinators and Lion's Pause Financial Officer.
- l. The SGA Vice President shall ensure the following parties, individuals, and/or entities make presentations to the Senate at some point during the Spring Session:
 - i. Board of Student Media presentations, with Financial Officer-appointee and Financial Officer.
 - ii. Subcommittee Chairs- mid-Semester report, with the chairs of all Senate subcommittees.
 - iii. Subcommittee Chairs- end of semester report, with the chairs of all Senate subcommittees
- m. The SGA Vice President shall ensure the following tasks are accomplished during the Spring Session:
 - i. Approval SGA following year budget, with SGA President-elect, SGA President, Financial Officer-appointee, and Financial Officer.
 - ii. Approval of SGA Spring Elections Commissioner, with the SGA President.

Section D – Executive Assistant

- 1. The SGA Executive Assistant shall:
 - a. Record minutes and attendance at all Senate meetings.
 - b. Distribute Senate meeting minutes a maximum of five days after the meeting and give a per-semester report of attendance.
 - c. Record minutes and attendance at all SGA executive committee meetings.
 - d. Distribute Executive meeting minutes to the executive committee a maximum of five days after the meeting and give a per-semester report of attendance.
 - e. Properly maintain and keep current the bylaws and policy manual of SGA by instituting any changes, passed by the Student Senate, into the official copy of the bylaws and policy manual a maximum of five days after the meeting in which they were approved.
 - f. Assist the SGA President and SGA Vice President with tasks that they deem to be necessary.

(i) **Section E – Financial Officer**

1. The SGA Financial Officer shall:
 - a. Administer all budgets under the auspices of the SGA, including the SGA administrative budget, each branch budget, and all student organization budgets.
 - b. Present a monthly report to the Senate on the status of all budget matters, or when the SGA President or a majority of the Senate requests one.
 - c. Confer on financial disbursements with the SGA executive officers.
 - d. Secure evidence that all allocated funds goes to purposes.
 - e. Inform the SGA executive committee of policies and procedures concerning all budgets under the auspices of the SGA by September 15.
 - f. Chair the SGA finance committee, calling meetings once per month and maintaining a direct working relationship with each committee member.
 - g. Maintain up-to-date records and submit records for an audit upon request by a majority vote of the Senate and at the end of the school year.
 - h. Assume the responsibility for closing the books by July 15 and submitting a final report to the Director of Student Activities, the SGA Financial Officer-elect, and the SGA President-elect. If necessary, the sitting SGA Financial Officer may appoint a replacement to assume these responsibilities with the approval of the Director of Student Activities and a majority vote of the Senate.
 - i. Appoint a student to the position of Assistant Financial Officer to assist with financial responsibilities and attend financial committee meetings.
 - j. Shall head the process to appoint the next SGA Financial Officer concurrent with the description listed under Article XVII, Section C – Non-voting Member Selection.

Section F – Public Relations

1. The Marketing Communications Director shall:
 - a. Oversee all SGA publicity.
 - b. Work closely with branch coordinators and branch marketing communications officers to ensure efficient publicity and compliance with SGA style guidelines.
 - c. Work with the Webmaster to create marketing materials.
 - d. Communicate and publicize the events, priorities, and mission of SGA as advanced by the SGA President, Vice President, and branch coordinators.
 - e. Work as liaison to Manitou Messenger and other campus media outlets.
 - f. Create posters, brochures and other materials as requested.
 - g. Generate and update web content, including Senate recaps, news, and blogs.
 - h. Identify marketing priorities and develop PR campaigns (using print, web, special events, etc.) to advance them.
 - i. Implement strategies to inform students of SGA news and events on a regular basis.
 - j. Develop ways to engage students in SGA initiatives by encouraging feedback and involvement.
 - k. Coordinate the Fireside Wall Calendar, campus calendars and the Tightrope system.
 - l. Select all branch Marketing Communications Officer in conjunction with the

- branch coordinators for the year in advance.
 - m. Appoint a student to the position of Assistant Marketing Communications Director to assist with duties.
 - n. Chair the Communications Team. The Communications Team includes all branch marketing communications officers.
 - o. Conduct weekly meetings with the Marketing Communications team.
2. Video Marketing Director
- a. Work with the SGA President, SGA Vice President, and the Marketing and Communications Director to create video productions promoting and recapping SGA happenings and events.
 - b. Work with SGA branch coordinators, outside of Student Senate and Executive Committee meetings to feature SGA events
 - c. Lead production of videos covering aspects of student life and featuring student organizations, working with branch Marketing and Communication Officers
 - d. Attend all Marketing and Communications' meetings
 - e. Maintain a working relationship with the college's marketing department
 - f. Maintain an active online presence throughout the Summer preceding the year to market SGA to the incoming first-year class
 - g. As needed, attend SGA Senate meetings, SGA branch events, and college events in order to create videos pertaining to these events which may exceed 5 hours per week
 - h. Be selected through a process of skill evaluation, marketing experience and SGA experience by the SGA President-elect, SGA Vice President-elect and the Marketing and Communications Director by the end of the Spring semester of the election year
 - i. Maintain a minimum of 3 office hours per week in the Office of Student Activities (BC 107)
3. SGA Photographer
- a. Capture photo and video for a minimum of 3 hours at a minimum of 2 different SGA events per week.
 - b. Hold a minimum of 1 office hour per week in the Office of Student Activities (BC 107).
 - c. Work with the SGA President, SGA Vice President and Marketing and Communications Director to capture photography and videos at SGA events.
 - d. Work with SGA branch coordinators, outside of Student Senate and Executive Committee meetings, to capture media at different events as necessary.
 - e. Lead photography efforts covering aspects of student life and featuring student organizations, working with branch Marketing and Communication Officers.
 - f. Attend all Marketing and Communications' meetings
 - g. Maintain a working relationship with the college's marketing department
 - h. Instruct interested parties (MCOs, Social Media Officer, Org Leaders, etc.) proper skills and techniques of photography
 - i. As needed, attend SGA Senate meetings, SGA branch events, and college events in order to create videos pertaining to these events which may exceed 5 hours per week.
 - j. Be selected through a process of skill evaluation by the SGA President-elect, SGA Vice President-elect and Marketing and Communications Director by the end of the Spring semester of the election year

Section G – Webmaster

1. The Webmaster shall:
 - a. Work with the Communications Directors to create a web presence for SGA and complements other marketing initiatives.
 - b. Create designs for all SGA web sites by applying a working knowledge of industry-standard tools (e.g., Adobe Creative Suite).
 - c. In collaboration with SGA members, identify content priorities and develop procedures to keep web content up-to-date.
 - d. Maintain a student-centered view toward creating useful, informative web sites.
 - e. Ensure that all content is updated in a timely manner, useful to the mission of SGA.
 - f. Maintain the SGA Facebook profile and the SGA Facebook group.
 - g. Serve on the Communications Team.

Section H – Branch Executives

1. Board of Regents Student Observer (Article II).
2. Student Activities Coordinator (Article III).
3. Political Awareness Coordinator (Article IV).
4. Student Organizations Coordinator (Article V).
5. Music Entertainment Committee Coordinator (Article VI).
6. Lion’s Pause Coordinators (Article VII).
7. Volunteer Network Coordinator (Article VIII).
8. Diversity Celebrations Committee Coordinator (Article IX).
9. After Dark Committee Coordinator (Article X).

Article XII – Other Senators

Section A – Faculty Committees

1. Faculty Committee Senators shall:
 - a. Appoint student members to their respective committees. Appointments shall be made by no later than the last day of September of the academic year in which the students will serve.
 1. Student shall be appointed following an application and/or interview process
 - b. The Curriculum Committee Senator shall search for three other students, one for each of the committee’s subcommittees. The Curriculum Senator shall consider academic diversity when making these appointments.
 1. The Student Life Committee Senator shall appoint four other students to sit on the committee. The Student Life Senator shall consider diversity in extracurricular experiences and in life experiences when making these appointments. The five-member student delegation shall include at least one student from each class year.
 - c. Chair the student delegation to the respective committee.
 1. The Curriculum Senator shall ensure that each student member of the Curriculum Committee serves on a Curriculum Committee subcommittee.
 - d. Serve as the liaison between the committee and the Senate.
 1. Report at least once per academic year to Senate with a summary of the Committee’s work.

- e. Submit written reports of committee meetings and attendance to the Board of Regents Observer as requested.
- f. Present all student proposals before the respective committee as directed by the Senate.
- g. Call and conduct meetings of the student delegation to the respective committee as frequently as necessary
 - 1. The Student Life Senator shall conduct such meetings at least once every two weeks during the academic year.
- h. Jointly appoint the Faculty Life Committee and Faculty Governance Committee student representatives
 - 1. The Student Life Senator and the Curriculum Senator shall coordinate to find the Faculty Life Committee and Faculty Governance Committee student representatives through an application process
 - 2. Maintain working relationships with the Faculty Life Committee and Faculty Governance Committee student representatives and meet periodically with them throughout the year
- 2. Faculty Life and Governance student representatives shall:
 - a. Be jointly appointed by the Student Life Senator and Curriculum Senator
 - b. Serve as a student representative to the particular committee.
 - c. Assist in presenting all student proposals before the respective committee as directed by the Senate.
 - 1. The Faculty Life Committee and the Faculty Governance Committee student representatives shall receive student inquiries and issues to bring to their respective committees, with the understanding that a response or referral of the inquiry will be given within a reasonable amount of time to the Senate
 - 2. The Faculty Life Committee and the Faculty Governance Committee student representatives shall present to the Senate once a semester or as directed by the Curriculum Committee Senator, Student Life Committee Senator, or SGA President and Vice President
 - d. Faithfully execute all directives of the Senate.
- 3. The Curriculum Committee Senator shall:
 - a. Attend bi-weekly Curriculum Committee meetings and sub-committee meetings.
 - b. Stay informed of students' curricular issues and questions on campus and bring them to Senate or the Curriculum Committee if necessary.
 - c. Post periodically on Oleville about the position in order to increase awareness about the resource.
- 4. The Environmental Senator shall:
 - a. Act as a liaison to environmental interest groups, relevant classes on campus, Carleton, and the Northfield community.
 - b. Represent student environmental concerns to administrators.
 - c. Monitor the environmental impacts of SGA including funding proposals, capital improvement projects, and major SGA Branch Activities.
 - d. Hold one (1) office hour weekly to gather feedback about campus sustainability initiatives and concerns and belong to an environmental organization on campus.

- e. Stay abreast of campus sustainability initiatives by attending or promoting participation in relevant conferences and regional events (eg. Association for the Advancement of Sustainability in Higher Education, Upper Midwest Association for Campus Sustainability, etc.)
 - f. Upon completion of his or her term the Environmental Senator shall submit a review of the position and accomplishments to Senate.
5. The Student Life Senator shall:
- a. Stay informed of student life issues on campus and bring those issues to SGA, the faculty, and the administration.
 - b. Communicate once a semester with the Director of IT.
 - c. Communicate once a semester with the Assistant to the President for Institutional Diversity.
 - d. Hold SGA accountable to the students it represents.

Section B – Specific Constituency Senators

1. The Off-Campus Senator shall:
 - a. Serve as a liaison between off-campus students and the Senate.
 - b. Distribute monthly Senate reports to off-campus students.
2. The Honor House Senator shall:
 - a. Serve as a liaison between honor house residents and the Senate.
 - b. Attend Honor House president meetings.
 - c. Distribute monthly Senate reports to each honor house.
3. The Multicultural Student Senator shall:
 - a. Serve as a liaison between the Senate and multicultural students and organizations on campus.
 - b. Maintain contact with the Office of Multicultural Affairs and Community Outreach.
4. The International Student Senator shall:
 - a. Serve as a liaison between the Senate and international students on campus.
 - b. Maintain monthly contact with international student counselors and the International Student Advisor.
 - c. Regularly attend organized international student functions.
5. The Intercampus Liaison shall:
 - a. Serve as a liaison to the Carleton Student Association (CSA), maintaining close contact with student government officials at Carleton College and attending no less than two regular meetings of CSA monthly.
 - b. Serve as a contact person for other cooperative efforts between the St Olaf SGA and other student governments.
 - c. Send a proxy to off-campus meetings in the event of an unavoidable scheduling conflict.
 - d. Report regularly to the student body on the issues and progress of the ICC.
6. The Inter-Hall Council Senate Co-Chair shall:
 - a. Chair the Inter-Hall Council. The Inter-Hall Council (IHC) shall consist of the President of each Residence Hall council, the IHC Co-Chair, and the IHC Advisor.
 - b. Lead monthly meetings for Hall Senators. These meetings should help hall senators to generate new strategies that will increase effectiveness of both SGA and their Hall Councils.

- c. Meet weekly with the IHC Advisor to established an agenda for the IHC meetings.
 - d. Meet weekly with IHC. These meetings should have members in attendance (or a proxy Hall representative, if necessary).
 - e. Provide a forum for discussion about residence hall council issues and to encourage and cultivate leadership development among IHC members both inside and outside meetings.
 - f. Promote inter-hall unity and community building on campus via a wide variety of campus-wide programming. Campus-wide events shall be determined by a consensus from the Hall Presidents and approval from the IHC Advisor.
 - g. Coordinate Hall Council Workshops with the IHC Advisor and IHC Co-Chair at the beginning of the year to enhance residence hall leadership skills and motivation.
 - h. Attend at least one Hall Council meeting of each Residence Hall as soon as possible during first semester, and as necessary throughout the year.
 - i. Serve as a liaison between the Inter-Hall Council and the Senate by giving weekly Senate reports to IHC and IHC reports to Senate, in addition to the general responsibilities of Senate members.
 - j. Be appointed by a process defined by SGA Bylaws, Article XVI, Section C, 1a.
7. The Student Alumni Liaison shall:
- a. Be devoted to facilitating and encouraging interaction and participation between the student body and alumni by working under the Alumni and Parent Relations Office
 - 1. Act as a link between all student organizations associated with Alumni and Parent Relations (APR)
 - 2. The Student Alumni Liaison shall work closely with the APR office to establish a working committee as directed by the director of APR, which will meet weekly
 - 3. Actively seek out opportunities for alumni and students to come together for social or educational events and organize and advertise these programs.
 - b. Exist as a primary resource for coordinating and educating students in their building of community and relationship to the college.
 - c. Act as an advocate for students and alums with ideas, concerns, and opportunities with the Harry C. Piper Center for Vocation and Career.
 - d. Sit on the Alumni Board as a representative of the student body, relaying student thoughts and feelings, and actively participating in meetings.
 - e. Maintain a direct line of communication between the Office of Annual Giving and Student Senate.
 - f. Present a comprehensive report to the Student Senate once a semester or as designated by the SGA President and Vice President.
8. The Gender and Sexuality Senator shall:
- a. Act as a liaison to gender and sexuality groups, relevant classes on campus, Carleton, and the Northfield community.
 - b. Represent student gender and sexuality concerns to administrators.
 - c. Hold one (1) office hour weekly to gather feedback about campus gender and sexuality initiatives and concerns.
 - d. Stay abreast of campus gender and sexuality initiatives at other institutions.
 - e. Upon completion of his or her term the Gender & Sexuality Senator shall submit a review of the position and accomplishments to Senate.

1. Sunset clause: the Bylaws Subcommittee for the 2016-2017 academic year shall review the position of Gender and Sexuality Senator and update these bylaws according to the report from that year's Gender and Sexuality Senator as well as other relevant information discovered. The Bylaws Subcommittee will review the effectiveness and viability of a GSS Senator and act accordingly. Once a proposal to these bylaws is made in compliance with this rule, this rule (XII.B.8.e.i) shall be stricken from the bylaws.

Section C – Residence Hall Senators

1. Residence Hall Senators shall:
 - a. Serve as a liaison between the residents of the senator's residence hall and Senate by:
 1. Having office hours no less than one hour per week in an easily accessible public area of the residence hall.
 2. Proactively and frequently seek constituent opinion on Senate matters (e.g. maintaining a bulletin board with current Senate minutes or news, and other relevant information or sending emails to the entire residence hall).
 - b. Actively serve on the Hall Council of the Senator's residence hall by participating in the organization and execution of Hall Council activities and by reporting Senate discussions and decisions to Hall Council members and by serving as liaison to Senate for residence hall concerns.
 - c. Establish a connection with the Residence Life Staff of the senator's residence hall similar to the rest of member of the Hall Council.
 - d. Meet in council with the SGA Vice President and/or SGA Advisor no less than once monthly to receive information upcoming senate matters as well as strategize more effective communication with Senate and constituents.
 - e. Attend monthly meetings led by the Inter Hall Council Chair and attended by the SGA Vice President and the other hall senators in order to discuss issues relevant to residence hall senators and implement strategies to best serve both SGA and Hall Council.

Article XIII – Budget

Section A – Fiscal Year

The fiscal year of the SGA shall begin June 1 and end May 31.

Section B – SGA Allocation

1. SGA Allocation
 - a. The SGA Allocation shall be administered by the Senate, which has the right to recommend a change in the amount of the SGA Allocation fee to the college's Presidential Cabinet. Any such recommendation shall be made in time for college publications and other necessities, as determined by the Cabinet (approximately February 15).
2. Annual Budget Proposal

- a. In the spring, the SGA President, upon the advice of the SGA President-elect and the SGA Financial Officer, shall submit a tentative budget for the upcoming fiscal year to the Senate for consideration no later than the second to last meeting of the year.
- b. In the fall, the SGA President shall propose the allocation of all SGA funds to Senate for its approval after consultation with the SGA Executive committee and after considering all funding requests from other interested organizations after the SGA Allocation has been finalized within the college budget.
- c. The budget shall be allocated in three stages:
 1. First, to the Buffer and Emergency Fund, Capital Improvements, Security, and SGA stipends, as described in Article XIV, Section B, Number 2, letters d-g.
 2. Second, to the Board of Student Media as described in Article XIV, Section B, Number 2, letter h.
 3. Third, to the SGA branches as described in Article XIV, Section B, Number 2, letter i.
- d. The Buffer and Emergency fund shall maintain a minimum balance of 2% of the total SGA Allocation at the beginning of the academic year. This budget shall be determined and administered by the Senate. Further regulations regarding this fund are contained in Article XIV of the policy manual.
- e. The Capital Improvements fund shall maintain a balance of no less than 2% of the total SGA Allocation at the beginning of the academic year and no more than 5% at any time. The Senate shall administer this budget. Further regulations regarding this fund are contained in Article XIV of the policy manual.
- f. Security shall be allotted 0.3% of total SGA Allocation.
- g. Stipends Line Item
 1. The following SGA executive positions shall each receive a stipend of \$2,000 per academic year from the Stipends line item.
 - i. SGA President
 - ii. SGA Vice President
 - iii. SGA Financial Officer
 - iv. SGA Marketing Communications Director
 - v. SGA Webmaster
 - vi. Student Activities Coordinator
 - vii. Board of Regents Observer
 - viii. Political Awareness Committee Coordinator
 - ix. Student Organizations Committee Coordinator
 - x. Lion's Pause Coordinator(s)
 - xi. Volunteer Network Coordinator
 - xii. Diversity Celebrations Committee Coordinator
 - xiii. Music Entertainment Committee Coordinator
 - xiv. After Dark Committee Coordinator
 2. The following SGA Branch Marketing and Communication Officers shall receive a stipend of \$550 per academic year from the Stipends line item.
 - i. Student Activities Committee
 - ii. Political Awareness Committee
 - iii. Music Entertainment Committee

- iv. After Dark Committee
- 3. The following SGA Branch Marketing and Communication Officers shall receive a stipend of \$400 per academic year from the Stipends line item.
 - i. Board of Regents Student Committee
 - ii. Diversity Celebrations Committee
 - iii. Volunteer Network
 - iv. Student Organizations Committee
- 4. The following SGA positions shall receive a stipend of \$550 per academic year from the Stipends line item.
 - i. SGA Photographer
- 5. Marketing Communications Officers shall receive a stipend of \$550 per academic year from the Stipends Line Item.
- 6. A student selected by the SGA President-elect and Vice President-elect shall receive a \$500 stipend to design the student planner.
- 7. All stipends shall be allocated monthly during the academic year.
- 8. Other individuals who merit acknowledgement for great contributions of time and work may be awarded a stipend from any SGA branch or administrative budget as outlined in the SGA policy manual and approved by Senate.
- 9. Records of stipends awarded shall be open records.
- h. The Board of Student Media shall receive 3.15% of the SGA Allocation remaining after allocations to Buffer and Emergency Fund, Capital Improvements Fund, SGA stipends, and student planner design.
- i. The remainder of the SGA budget shall be divided in the following manner:
 - 1. The SGA administrative budget shall consist of 6.00% of the SGA Allocation monies.
 - 2. The SAC budget shall consist of 19.09% of the SGA Allocation monies.
 - 3. The PAC budget shall consist of 15.12% of the SGA Allocation monies.
 - 4. The SOC budget shall consist of 18.16% of the SGA Allocation monies.
 - 5. The Lion's Pause budget shall consist of 4.01% of the SGA Allocation monies.
 - 6. The VN budget shall consist of 6.18% of the SGA Allocation monies.
 - 7. The DCC budget shall consist of 7.20% of the SGA Allocation monies.
 - 8. The BORSC budget shall consist of 0.28% of the SGA Allocation monies.
 - 9. The MEC budget shall consist of 17.97% of the SGA Allocation monies.
 - 10. The ADC budget shall consist of 5.99% of the SGA Allocation monies.

Section C – Budget Administration

- 1. The SGA President and the SGA Vice President shall jointly administer the SGA administrative budget.
- 2. All branch budgets shall be administered by the respective branch coordinator.
- 3. Fiscal Policies
 - a. Each branch or other division of the SGA shall have the right to establish fiscal policies to govern the proper use of SGA Allocation monies. These policies shall be approved by the Senate and maintained in the SGA policy manual.
- 4. Budget Transfers
 - a. After the Senate has approved the SGA budgets for the fiscal year, any transfer of

\$1000 or more between line items of a branch's budget or between branch budgets must be approved by Senate. Budget transfers between \$500 and \$999 shall be reported to Senate as they occur, but Senate approval for such transfers shall not be necessary.

5. All budgets shall be subject to all rules and regulations of the SGA as outlined in these bylaws and the SGA policy manual.

Section D – Board of Student Media (BSM)

1. Membership
 - a. Representatives from, KSTO, The Quarry Literary Arts Magazine, and the Manitou Messenger
 - b. The SGA President and SGA Financial Officer
2. The BSM shall have full authority to administer the funds allocated to it. The allocations are at the discretion of Student Senate.
3. The BSM members shall submit a financial report to the Student Senate each semester and full reports to the SGA Financial Officer monthly or as requested.
4. The media organizations shall maintain editorial discretion and presentation of student media.
5. The BSM shall have access to special funds including, but not limited to, the capital improvements fund. The allocation of this funding shall adhere to the SGA policy manual.

Article XIV – Student Senate

(b) Section A – Powers

The St. Olaf Student Senate is the legislative branch of the Student Government Association. It is ultimately responsible for the administration and coordination of all programming aspects of the SGA, including the approval of all branch budgets and major policy decisions. In addition, the Senate serves as the primary liaison between the student community and the college faculty, student services, and administration.

(c) Section B – Members

1. The following members of the Senate shall hold full voting positions with one and only one vote:
 - a. SGA Executive Officers
 1. SGA President
 2. SGA Vice President
 3. Board of Regents Observer
 4. Student Activities Coordinator
 5. Political Awareness Coordinator
 6. Student Organizations Coordinator
 7. Lion's Pause Coordinator(s)
 - i. Two members shall serve as Pause Co-Coordinators, and both members shall hold full voting positions with one vote each.
 8. Volunteer Network Coordinator
 9. Diversity Celebrations Coordinator

10. Music Entertainment Committee Coordinator
11. After Dark Committee Coordinator
- b. Faculty Committee Senators
 1. Curriculum Committee Senator
 2. Student Life Committee Senator
 3. Environmental Senator
- c. Specific Constituency Senators
 1. Residence Hall Senators
 2. Off-Campus Senator
 3. Honor House Senator
 4. Multicultural Student Senator
 5. International Student Senator
 6. Intercampus Liaison
2. The following members of the Senate shall have no vote:
 - a. SGA Executive Assistant
 - b. SGA Marketing Communications Director
 - c. Inter-Hall Council Co-Chair
 - d. SGA Financial Officer
 - e. SGA Webmaster
3. A member or non member of the Senate shall serve as the Parliamentarian.
 - a. The parliamentarian shall be nominated by the SGA Vice President and confirmed by the Senate. This nomination shall take place before or during the second convening senate.
 - b. The parliamentarian shall act as outlined in the latest edition of Robert's Rules of Order.
 - c. The parliamentarian shall retain all speaking and voting rights associated with his/her Senate membership.

Section C – General Responsibilities

All Senate members shall have the following responsibilities:

1. Faithfully execute all directives of the Senate.
2. Attend all regular and special meetings of the Senate, as outlined in these bylaws.
3. File written and oral reports with the Senate as necessary.
4. Serve on at least one Senate subcommittee.
5. Meet with the next year's elected senator, complete a written job description/summary of the year to aid in a smooth transition, and file a copy with the Associate Director of Student Activities.
6. Maintain academic status as a full-time student.
7. Maintain a minimum G.P.A. of 2.0
 - a. This will be checked at the conclusion of each term by the Student Activities Director and the Dean of Students Office.
 - b. GPAs will not be revealed, just whether or not the minimum is met.
 - c. If a student's GPA falls below 2.0, he/she is immediately removed from his/her position. The vacancy will be filled in accordance with the procedures in Article XIV, Section E of these bylaws.

- d. Students who feel this decision has been made in error may appeal by contacting the Student Activities Director and Dean of Student's Office within one week of being notified of the decision.

Section D - Formal Corrective Process

1. Reasons for formal corrective action include:
 - a. Neglect of Duty, relating to duties described in the SGA Constitution, these bylaws, and the SGA Policy Manual.
 - b. Misconduct in Office, as described in Article I – Code of Conduct in the SGA Policy Manual.
 - c. Actions contrary to the character of the college, as described in Article VI – Prescribed Conduct in the Code of Student Conduct.
 - d. Violation of the Attendance Policy in Article XIV, section F, number 4
2. Formal Corrective Process:
 - a. The individual must meet with the SGA President and/or Vice President and a verbal warning will be issued.
 - b. If the behavior/actions of the individual persist, he/she must meet again with the SGA President and/or Vice President and a written warning will be issued.
 - c. The Senate shall be notified within two weeks of a written warning being issued.
 - d. If the goals of written warning are not met, the impeachment process will be enacted.

Section E – Impeachment

1. All Senate members shall be subject to removal of office by impeachment.
2. Reasons for impeachment include:
 - a. Neglect of Duties, relating to duties described in the SGA Constitution, these bylaws, and the SGA Policy Manual.
 - b. Misconduct in Office, as described in Article I – Code of Conduct in the SGA Policy Manual.
 - c. Actions Contrary to the Character of the College, as described in Article VI – Proscribed Conduct in the Code of Student Conduct.
 - d. Violation of Attendance Policy -- see Article XIV, section F, number
3. Impeachment proposals shall be submitted in writing to the Chair of the Senate. If the impeachment concerns the Chair of the Senate, proposals shall be submitted to the SGA President. Such a proposal shall be signed by ten Senators.
 - a. The student body, by submitting a petition containing fifty signatures, may request the Senate to consider impeachment of a Senator.
4. The senator being impeached shall be notified and presented with the proposal by the Chair of the Senate, in person, 48 hours prior to the meeting in which the motion will be presented.
 - a. If the SGA Vice President is being impeached the SGA President shall serve the notification.
5. If the Vice President is being impeached the President will preside over the meeting while the impeachment motion is being discussed.
6. Impeachment proceedings shall be held in executive session, as governed by Roberts Rules of Order.

- a. Executive session procedures and questions shall be referred to Article XIV, Section G, Number 7 of the Policy Manual.
- 7. Impeachment motions shall be voted on in the meeting which they are introduced.
- 8. After the impeachment motion has been made, the senator in question shall be allowed five minutes to state his/her case against removal from office.
- 9. During the vote, the senator in question shall leave the room.
- 10. A two-thirds majority vote of Senate, taken anonymously, shall be necessary to successfully impeach a senator.
- 11. Following a successful impeachment, senators are immediately removed from office and relieved of all official duties of that office.
- 12. If impeachment does not result in removal from office, corrective action may be taken by the SGA President and Director of Student Activities.

(d) Section F – Filling of Vacancies

- 1. Temporary Vacancies
 - a. The SGA President shall have the power to fill temporary vacancies of less than one month by appointing a replacement, subject to Senate confirmation.
- 2. President and Vice President
 - a. Should the SGA President be unable to complete the term of office, the SGA Vice President shall assume the office of the SGA President and shall appoint a new SGA Vice President, subject to Senate confirmation.
 - b. Should the SGA Vice President be unable to complete the term of office, the SGA President shall appoint a replacement, subject to Senate confirmation.
 - c. In the event that the SGA President and Vice President are simultaneously unable to complete their term of office, the following shall occur:
 - 1. The Senate Parliamentarian shall become the presiding officer of the Senate.
 - 2. The SGA Executive Officers shall meet with all possible speed to nominate a successor to be SGA President.
 - 3. This nomination shall be confirmed by the Senate.
 - 4. The newly appointed SGA President shall fill the vacancy of Vice President as outlined in these bylaws.
- 3. Faculty Committee Senators and Executive Officers
 - a. Should a position become vacant, the position shall be filled with a replacement selected by the SGA President through an application and interview process, subject to Senate confirmation.
- 4. Specific Constituency Senators
 - a. Should any special constituency senator be unable to complete their term of office, a special election shall be held. All procedures for standard elections shall be followed, insofar as is possible.
- 5. Non-voting members
 - a. Should the SGA Marketing Communications Director, the SGA Executive Assistant, or the SGA Financial Officer be unable to complete the term of office, the SGA President shall appoint a replacement, subject to Senate confirmation.

Article XV – Senate Committees

Section A – Senate Committees

1. Executive Committee
 - a. The SGA Executive Committee shall serve as an advisory board to the Senate.
 - b. For members and procedures, see Article XII.
2. The Marketing Communications Team
 - a. Shall be chaired by the SGA Marketing Communications Director.
 - b. Consist of every Marketing Communications Officer from each branch and the Webmaster.
 - c. The following branches are allowed to have two Marketing and Communications Officers at the discretion of the coordinator.
 - i. Student Activities Committee
 - ii. Political Awareness Committee
 - iii. Music Entertainment Committee
 - iv. After Dark Committee
 - v. Lion's Pause
 - d. Also have two additional members, not serving on a particular branch, who assist in marketing needs as identified by the SGA Marketing Communications Director.
 - i. These two members shall be selected by the SGA Marketing Communications Director.
 - e. The team shall meet weekly.
 - f. Shall create materials to promote official SGA events.
 - g. Marketing Communications Officer will post events on the master calendar, creating and printing posters, taking photos/videos, posting events on Facebook. The marketing communications officers shall assist with marketing duties of other branches in times of need and as permissible.

Section B – Subcommittees

1. Ad hoc subcommittees
 - a. Ad hoc subcommittees shall be created as the need arises in areas not covered by the standing subcommittees.
 - b. Ad hoc subcommittee members shall be appointed by the President and confirmed by the Senate.
2. Bylaws Review Committee
 - a. Committee information outlined in Section D.
3. Good Times Committee
 - a. The Good Times Subcommittee shall be responsible for the brainstorming and planning of social events for the Senate.
 - b. The subcommittee will work with the SGA Vice President in developing ideas for theme nights in Senate.
 - c. The subcommittee will work to ensure that every senator's experience in Senate is as fun as possible.
 - d. Any voting or non-voting member of the Senate may chair the Good Times Subcommittee.
 - e. The Good Times Subcommittee shall not fulfill the subcommittee membership of the Senate.

Section C- Special Committee Assignments

1. The St. Olaf Safety Committee
 - a. One Senator shall serve on the St. Olaf Safety Committee, and shall be a liaison between students, the Safety Committee, and the Senate.
 - b. This Senator shall advise the Senate on any physical and safety concerns of SGA.
 - c. This Senator shall be relieved of any other subcommittee duties.
 - d. Once subcommittee assignments are decided, the SGA Vice-President shall contact the Chair of the St. Olaf Safety Committee to inform him or her of who shall be the Senate representative for the committee.
2. The St. Olaf Student Initiative Committees
 - a. The student initiative committees shall be responsible for maintaining, staffing, and sustaining two student initiatives: The It's On Us Campaign and The Greater Than Campaign.
 - b. Three Senators shall serve on each student initiative and shall be the liaison between the initiative committee and Senate.
 - c. These Senators shall be relieved of any other subcommittee duties.

Section D – Committee Guidelines

1. Meetings
 - a. Committee chairs shall determine the schedule of meetings and agenda items
 - b. In the committee chair's absence, an appointee shall assume the duties of the chair.
 - c. The SGA President, by a majority vote of the Senate, may call special committee meetings.
 - d. Committee chairs shall be responsible for the efficient operation of each respective committee.
2. Membership
 - a. The SGA President and SGA Vice President shall be ex-officio members of all standing, ad hoc, and college governance committees. However they shall not be subject to mandatory attendance requirements.
 - b. Students who are not members of the Senate may become voting members of committees with the approval of the respective committee chair.
3. Committee Reports
 - a. All Senate committees shall be required to submit a year-end summary of accomplishments and ideas in order to facilitate a smooth transition.
 - b. Committee chairs shall submit regular written and oral reports to the Senate in order to update senators on current developments within the subcommittees.
4. Absences
 - a. Any elected or appointed committee member with more than one unexcused absences from regular committee meetings in one semester shall forfeit the right to sit on the committee. These absences shall be monitored by the committee chair and the SGA Vice President. Elected members shall also forfeit the right to sit on the Senate, in addition to the committee membership.
 - b. Absences may be excused by advising the committee chair of the reasons for the absence prior to the meeting. Committee members shall be responsible for sending a proxy, who shall have the right to vote on behalf of the absent committee member, pursuant to guidelines maintained in the SGA policy manual.
 - c. Subcommittee chairs will be responsible for keeping attendance at each

subcommittee meeting.

Section E– Bylaws Review Committee

1. The Bylaws Review Committee is responsible for performing a comprehensive annual review of the Constitution, Bylaws, and Policy Manual of the SGA.
2. The committee shall review the effectiveness, usefulness, and precision of these documents. The committee shall propose suggested changes to the Student Senate.
3. Senate may refer a motion of proposal to the Bylaws Committee by a 1/3 vote. The committee will assess whether or not the contested motion or proposal is in conflict with existing clauses in the Constitution, Bylaws, or Policy Manual, and present its findings to Senate at the following Senate meeting. Senate will vote to approve or reject the committee’s interpretation. A majority vote is necessary for approval. The Senate retains final and binding authority regarding the interpretation of contested motions or proposals.
4. The Senate Bylaws Committee shall completely reevaluate these bylaws at least once every three years. These bylaws were last completely reevaluated in the spring of 2010.

Section F – Election Commission

1. The Election Commission shall be responsible for the oversight and administration of all spring SGA elections.
2. The nomination for the chair of the SGA election commission shall be made by the SGA President and Vice President and confirmed by the Senate.
3. The Election Commission shall consist of no more than nine students.
 - a. The following members of the SGA Executive Team shall be members of the Election Commission: the Webmaster, MCD, and Financial Officer.
 - i. If any of these members is a candidate in the election or officially involved in any candidate’s campaign, the President shall designate an appropriate SGA member with similar skills and experience to sit on the Election Commission in the original member’s place.
 - b. The Election Commission chair shall be responsible for appointing up to 5 additional students of senior standing. These students may not be members of a branch of SGA, including Senate, and they may not be candidates in the election.
4. The Election Commission shall have the power to make and enforce rules that are consistent with its delegated authority and consistent with the SGA Constitution, Bylaws, and Policy Manual.
 - a. The Election Commission may adopt rules by a simple majority vote.
 - b. Rules adopted by the Election Commission shall only remain in effect for the election cycle in which they are passed.
 - c. The Election Commission shall give all candidates reasonable notice before implementing any rules changes.
 - d. Any rule made by the Election Commission may be rescinded by a 2/3 majority of the Student Senate.
4. The responsibilities for the Election Commission are as listed in Article XVI of the Bylaws and Article XVI of the SGA Policy Manual.

Section G – Student Initiatives

1. SGA shall be responsible for annually funding and supporting the following student

initiatives

- a. The It's On Us Campaign
 - i. The It's On Us Campaign shall be responsible for education, advocacy, and awareness of sexual assault on campus
 - b. The Greater Than Campaign
 - i. The Greater Than Campaign shall be responsible for education, advocacy, and awareness of mental health on campus
 - ii. The Greater Than Campaign shall oversee the Greater Than Administrative Task Force
2. Leadership for each committee shall be determined in the spring
 - a. Senators assigned to each initiative shall follow the guidelines as established in Section D
 - b. Senators assigned to each initiative shall function under the initiative leadership
 3. At the end of the 16-17 Academic year, bylaws subcommittees shall re-evaluate this model and determine best practices for the two student initiatives.
 4. At the end of the 18-19 Academic year, this amendment shall expire and bylaws subcommittee, internal affairs subcommittee, the SGA President and Vice President, and the chairs of each student initiative committee (hereon the working group) shall reevaluate the necessity of each student initiative. Should this working group determine an initiative is no longer pertinent to campus, it may instate a new student initiative.

Article XVI - Elections

Section A – Election Guidelines

1. Eligibility
 - a. Only persons who are full-time students and have a cumulative GPA of 2.0 or higher on the day petitions are due shall be eligible to run for a Senate office. In cases of extenuating circumstances regarding these requirements, students may go through a formal appeal process by contacting the SGA Advisors, Candidates must agree, if elected, to enroll in on-campus classes for Fall Semester and Spring Semester of the year in which they will serve.
 - b. In cases where the eligibility of candidates and voters is based on status or classification, such as living in a certain residence hall or being a multicultural student, the decision of either the Registrar or the Dean of Students Office shall be accepted.
 - c. No person running for any SGA office shall run for any other voting position in the same election, nor shall the person winning the election to any Senate position hold another Senate position concurrently. There shall be no prohibition against any person running for or holding any Senate position from holding a presidential appointed committee position as well, nor shall there be any prohibition against a person who has lost an election from filing in a later election.
2. Petitions and Position Specific Eligibility
 - a. To be eligible for election, the President and Vice President team shall submit a petition bearing fifty (50) signatures collectively to the SGA Election Commission.
 - b. Two candidates must run jointly for the position of Lion's Pause Coordinator, and they shall submit a petition bearing fifty (50) signatures collectively to the SGA election commission.

- c. To be eligible for SGA executive officer positions and faculty committee senator positions, a candidate shall submit a petition bearing the signatures of fifty (50) current St. Olaf students to the SGA election commission.
- d. Candidates for other positions shall submit petitions as outlined below:
 - 1. Multicultural Student Senator
 - i. Each candidate shall submit a petition bearing the signatures of twenty-five (25) multicultural students to the SGA election commission.
 - ii. Only multicultural students may vote for this position
 - iii. The Multicultural Student Senator must be classified as a multicultural student at St. Olaf.
 - 2. International Student Senator
 - i. Each candidate shall submit a petition bearing the signatures of twenty-five (25) students, five (5) of which must come from international students, to the SGA election commission.
 - ii. Only international students may vote for this position.
 - iii. In order to be defined as an international student by SGA, the candidate must fulfill one of the following criteria:
 - (a) Candidate needs a visa to study in the US.
 - (b) Candidate spent at least 2 years prior to matriculation to St. Olaf and graduated from a secondary school outside of the US.
 - 3. Residence Hall Senators
 - i. Each candidate shall submit a petition bearing the signatures of twenty-five (25) students living in that residence hall to the respective area coordinator.
 - ii. Students may vote only for the residence hall senator of the residence hall in which they live.
 - iii. Residence hall senators must reside in the hall they wish to represent.
 - 4. Honor House Senator
 - i. Each candidate must submit a petition bearing the signatures of twenty-five (25) honor house students to the SGA election commission.
 - ii. Only students who reside in honor houses may vote for this petition.
 - iii. The Honor House senator must reside in an honor house.
 - 5. Off-Campus Senator
 - i. Each candidate must submit a petition bearing the names of twenty-five (25) students, ten (10) of which must come from St. Olaf students living off-campus, to the SGA election commission.
 - ii. Only students who live off-campus may vote for this position.
 - iii. The Off-Campus senator must reside off-campus.
 - 6. Gender and Sexuality Senator
 - i. Each candidate shall submit a petition bearing the signatures of fifty (50) students to the SGA election commission.
 - ii. All students may vote for this position.
 - iii. The Gender and Sexuality Senator may be any student at St. Olaf
- e. The petition shall be of the following form: I, (candidate's full name), am running for the position of, (candidate's desired position), and declare under the penalty of the forfeiture of office, that I am a registered, full-time student at St. Olaf College, and

that if elected I will faithfully perform my duties as specified in the Constitution and Bylaws of the Student Government Association to the best of my abilities.

(Candidate's Signature).

1. Any candidate who violates any election rules either set forth in these bylaws or established by the SGA election commission shall be subject to disciplinary action by the commission, up to and including disqualification. Record of disciplinary proceedings shall be made public and be reported at Senate.

Section B – Election Procedures

1. Candidates for the offices of SGA President and SGA Vice President shall file as a team on one petition. No person may file separately for either office without a running mate.
2. A President and Vice President team may not run jointly with another candidate, and must intend to be on campus the entire academic year, excluding Interim.
3. If no member of the student body submits a petition by the deadline, the election commission shall have the authority to postpone elections to a later date. If no person is elected to the specified position in the spring, the SGA President and President-elect shall appoint an interim person, subject to confirmation by the current Senate, until elections can be held the following fall. If no person is elected in the specified position in the fall, the SGA President may appoint someone to the office, subject to Senate confirmation at its first meeting of the year.
4. If more than two candidates present at petition for a given office, a primary election shall be held. The two candidates receiving the most votes in the primary election shall be placed on the final election ballot for that office.
5. The winner of the final election for any given office shall be the person with the greatest number of votes on official ballots.
6. In the case of a tie, a special election shall be held for purposes of re-balloting for that office. If a tie occurs on the second balloting, the Senate shall vote to decide the winner of the election.
7. Elections shall be held under the following timeline:
 - a. Elections for SGA executive officers and faculty committee senators shall be held simultaneously and no later than May 1 of the year immediately preceding the year in which the senators will serve.
 - b. Elections for residence hall senators, the International Student Senator, the Honor House Senator, the Multicultural Student Senator, the Off-Campus Senator, and any other senators not elected during the previous spring shall be held no later than October 1 of the year in which the senators will serve.
8. All write-in candidates shall be subject to the rules established in the SGA Bylaws and Policy Manual. Before beginning to campaign, the write-in candidates must verify that they meet the minimum GPA requirement, and they must discuss general campaign regulations with a member of the Election Commission. Only candidates listed on the official election ballot may be allowed to post their official platform at the polling place.
9. All students are eligible to vote in online elections. If, however, online elections are not available, only students living on campus at the time of the elections are eligible to vote.

(e)

Section C – Non-Voting Member Selection

1. The following positions shall be selected in the spring of the year prior to the year in which the appointees will serve, coinciding with the spring Senate elections:
 - a. The Inter-hall Council Chair shall be selected through an application and interview process in the Spring conducted by either the SGA President-elect or Vice President-elect, the IHC Advisor, and the current IHC Senate Co-Chair. To be eligible, an applicant must have prior Hall President experience.
 - b. The Student Alumni Liaison will be appointed by an application and interview process in conjunction with the director of APR, the former SAL and either the SGA President-elect or Vice President-elect.
 - c. The SGA Marketing Communications Director shall be selected through an application and interview process conducted by the SGA President-elect and the SGA Vice President-elect, subject to Senate confirmation.
 - d. The SGA Executive Assistant shall be selected through an application and interview process conducted by the SGA president-elect and the SGA Vice President-elect, subject to Senate confirmation.
 - e. The SGA Financial Officer shall be selected through an application and interview process conducted by the SGA Financial Officer, Director of Student Activities, in conjunction with the SGA President-elect and the SGA Vice President-elect, subject to Senate confirmation. This process will be completed and a proposal will be brought to Senate no later than the last Senate meeting of interim.
 - f. The SGA Webmaster shall be selected through an application and interview process selected by the SGA President-Elect and SGA Vice-President-Elect, and the current SGA Webmaster, subject to Senate confirmation.

Section D – Assumption of Office

1. All senators shall serve a term of one academic year, beginning in the fall of their election, unless otherwise noted.
2. A mandatory workshop shall be held for all senators for the purpose of instruction on basic parliamentary procedure and review of current bylaws. This workshop shall take place after the fall elections have been conducted.
3. All SGA executive officers shall assume their positions and responsibilities on June 1 following their election.

Article XVII – Disclosure of Information

Section A

All SGA records and information, financial or otherwise, shall be available upon request to any St. Olaf College student, except in the cases where information requested is of a sensitive or confidential nature. Requests from faculty, administrators, and parties outside the St. Olaf community shall be reviewed on an individual basis and granted or refused by the SGA executive committee.

Section B

Every effort shall be made to provide the requested information in a timely manner. When possible, information shall be provided in the format requested, but alternative formats, such as large print, braille, or audio tape may incur additional expenses and/or return time. Multiple

copies and exceptionally long documents may incur a reasonable expense for printing.

Section C

Noncompliance concerns may be addressed following the grievance procedures set forth in these bylaws.

Article XVIII – Grievances

Section A

The Student Government Association shall be committed to treating students fairly in regard to their personal and educational concerns. Any student or organization that feels subjected to grievous treatment by any branch or member of the SGA may seek to have the grievance addressed in a fair and reasonable manner.

Section B

Students are reminded that a formal procedure for grievances can be found in the St. Olaf Student Handbook online. People with complaints or grievances that involve parties outside of the SGA should consult the college's grievance policy. For advice or questions about any grievance, students are strongly encouraged to consult with the Dean of Student's Office immediately.

Section C – Grievance Procedure

1. If a student or organization feels that he/she or the organization has been mistreated by any branch or member of SGA, the student or student organization's leader is encouraged to contact the SGA President or the Director of Student Activities.
2. Once a complaint has been made, the SGA President or Director of Student Activities shall arrange a meeting to resolve the complaint with the following:
 - a. The student or students who filed the complaint
 - b. Relevant SGA members, ie: the creator of the poster, the branch coordinator, branch communications director, etc.
3. If the grievance is not satisfactorily resolved at this meeting, the student(s) may file a formal written complaint to the SGA President. In the event that the grievance or complaint involves the SGA President, the complaint shall be filed with the Director of Student Activities.

Article XIX – Amendments to the Bylaws

Section A – Meetings

1. Presiding Officer
 - a. The SGA Vice President shall preside over all Senate meetings. The initial meeting shall be called no later than one week following the fall elections.
 - b. In the SGA Vice President's absence or desire to relinquish the chair to participate in the discussion on the floor, the SGA President shall assume the duties of the chair.
 - c. In the event that his/her vote could affect the outcome, the presiding officer may cast a vote. In all other cases, the chair must abstain from voting.
2. Observers
 - a. All meetings of the Senate shall be open to all students, the Dean of Student Life and

- the Director of Student Activities, who are advisors of the Senate.
 - b. All non-members who wish to address the Senate must be recognized by the presiding officer. With a majority vote of the Senate, discussion may be opened to any and all nonmembers on a given question.
 - c. The designated representative from the Carleton Student Association shall have full speaking rights at St. Olaf Senate meetings, subject to the limitations found in the SGA Bylaws and Policy Manual.
3. Quorum
- a. A simply majority of senators present at a meeting shall be required in order to conduct official business.
4. Absences
- a. Senators may not exceed two unexcused absences per semester. Any senator who has exceeded two unexcused absences from regular meetings, as monitored by the SGA Vice President, will immediately be brought before the Senate for impeachment.
 - b. In the case of a shared senate seat, the policy in item (a) applies as follows: if the senators reach more than two combined unexcused absences per semester, they will both immediately be brought before the Senate for impeachment.
 - c. If an individual on the Senate has an academic conflict with Senate meetings that person may appeal to the Senate for permanent proxy for the remainder of the term.
 - d. Arrival after roll call or departure prior to adjournment constitutes an unexcused absence.
 - e. A senator whose absence is foreseeable prior to a Senate meeting is responsible for declaring an official proxy. Official proxies are declared by filling out a Proxy Notification Form with the SGA Vice President and the Executive Assistant prior to the meeting from which that member wishes to be excused. A senator may request a proxy no more than two times per semester.
 - f. Proper filing of a fully completed Proxy Notification Form excuses the specified senator from attending the meeting specified on the Form. A senator who does not properly file a fully completed Proxy Notification Form may still send a proxy, but will be recorded as absent should his proxy be absent, arrive after roll call, or depart prior to adjournment.
 - g. Only full-time St. Olaf College students are eligible to serve as proxies at Senate meetings. A proxy is granted all voting privileges accorded to the senator for whom he or she proxies, pursuant to SGA voting eligibility guidelines.
 - h. Proxies may not be sent to training or retreats. If a Senator cannot attend, this will be counted as an unexcused absence.
 - i. Members with two unexcused absences are required to meet with the Chair of the Senate and the SGA President to discuss their absences. The Director of Student Activities may also be present at this meeting. The Chair of the Senate or the SGA President may also call for such a meeting in the event that a member accumulates a substantial and inappropriate number of absences, excused or unexcused.
 - j. In the event of absences resulting from unforeseen or extenuating circumstances, the SGA Vice President may, upon having a dialogue with the SGA President, excuse such absences.
 - k. Senators are personally responsible for understanding SGA attendance policy. Failure to read the attendance policy will not absolve members of responsibility to adhere to it.

5. Regular Meetings
 - a. The schedule of regular meetings shall be approved by the Senate members at the first meeting of the year.
 - b. The Senate shall meet no less than twice monthly.
 - c. Published schedules and agendas of meetings shall be made available to the St. Olaf Community no later than 24 hours before the meeting.
 - d. Senate shall meet no less than once per semester in a location other than the David E. Johnson Board Room. The schedule of locations shall be determined by the Senate chairperson. Such places include Residence Halls, the Pause, Stav Hall, etc. The responsibilities for booking these venues will lie with the chair.
6. Special Meetings
 - a. By petition of either five senators or ten percent of the student population, the SGA President shall immediately call a special meeting of the Senate.
 - b. The SGA President shall have the power to call a special meeting at his/her discretion.
 - c. An all student assembly may be convened by the SGA President or by a majority vote of the Senate.
7. Minutes
 - a. Minutes of all Senate meetings shall be recorded by the SGA Executive Assistant following the most recent version of Robert's Rules of Order.
 - b. Copies of the Senate minutes shall be filed in the SGA Office for future reference. The minutes shall also be made available to the St. Olaf community.
8. Rules
 - a. From time to time the Senate may enact rules pursuant to these bylaws for the guidance, operation, and regulation of Senate business and functions.
 - b. Such rules shall be proposed at a Student Senate meeting and passed by a simple majority vote of the senators present at a meeting, providing a quorum has been established.
 - c. A rule may be repealed only by a majority vote of the complete Senate membership.
9. Fiscal Motions
 - a. The Senate shall not vote on any fiscal motion during the meeting of its initial presentation.
 1. A fiscal motion is one which involves Senate approval for spending of SGA Allocation monies.
 2. The transfer of funds from one SGA branch budget to another is also considered a fiscal motion.
 - b. This rule may be waived by a 2/3-majority vote as needed.
10. Amendments
 - a. A proposal to amend these Bylaws may be submitted in writing at any Senate meeting. No amendment shall be voted upon during the meeting at which it is proposed. Such a proposal will be considered in accordance with the Senate Rules as defined in Policy Manual Article XV, Section A.
 - b. A proposed amendment to these Bylaws shall be adopted if it is approved by a two-thirds majority of the voting membership of the Senate. Amendments to bylaws amendments require a majority vote.
 - c. Typographical or grammatical errors may be changed without the need for Senate approval. The SGA Executive Assistant, Vice President, and Bylaws Chair shall have

the authority to make these changes, and they shall notify Senate when any such changes are made.

11. Definition of Terms

- a. The use of the word “approval” in Senate business shall apply to a simple majority vote with respect to proposals, budgets and resolutions.
- b. The word “confirmation” in Senate business shall apply to a two-thirds majority vote necessary to allow a designee to hold an appointed position. Confirmation is the manner in which Senate authorizes the selection of members, the creation of committees and other actions taken by the SGA President.