SGA
Student Government Association
St. Olaf College

Policy Manual
Created March 2008

Revised May '17
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The Policy Manual will be followed and consulted in conjunction with the Bylaws. Members of the SGA will refer to the Policy Manual for specific outlines for processes and procedures.

Article I - Code of Conduct

1) Conflict of Interest: In order to preserve the integrity of the St. Olaf College Student Government Association, its members must disclose all potential or actual conflicts of interests and are discouraged from voting on matters that involve conflicting interests.
   a) Conflict of Interest means any business, professional activity, or direct or indirect financial interest that place a person in a position to disregard the public interests of the student body for the persons own private interests.
2) Misuse of Student Government Property: No member shall use or attempt to use Student Government property, facilities, or personnel to secure a gift, reward, privilege, benefit, or exemption for themselves or other.
   a) No member shall disclose information not available to the general public for their own personal gain or the benefit of any other person, or organization.
3) Unlawful Compensation: No member shall solicit, accept, provide or attempt to provide any material items of value to influence, or appear to influence, any vote, action, or judgment.
4) Inducing to Act: No member shall knowingly aid, advise, encourage, or threaten another member of Student Government or student to act in violation of this chapter, Federal, State, and local laws, he St. Olaf College Student Government Association Constitution and Statutes, the Student Code of Conduct, or Academic Honor Code.
5) Fraud in Student Government: No officer or member shall willfully misrepresent themself while acting in their official capacity.
   a) No officer or member shall withhold information or documentation when mandated or provide false or misleading information or documentation.
   b) No officer or member shall bring false charges or provide false or misleading evidence against another officer, employee, or student.
6) Anti-Discrimination: No officer or member shall practice any discrimination as defined in the Anti-Discrimination Policy.
   a) No officer or member shall deny any student rights guaranteed by the Federal and State Constitution, or the St. Olaf College Student Government Association Constitution and Statutes.

Article II- Board of Regents Student Committee

Section A – BORSC Guidelines

1) Attendance
   a) Only two meetings may be missed a semester. Members with more than two absences will be subject to removal by the BORSC chair.
   b) In the event a member cannot attend a meeting, the member shall notify the BORSC chair and attempt to get meeting info before the next BORSC meeting.
2) President's Leadership Team Liaisons
   a) Each member of BORSC shall work with one member of the President's Leadership Team.
3) Board of Regents Meetings
   a) Every member must participate in the preparation and presentation and discussion of a topic that pertains to the student body and the agenda of each Board of Regents meeting.
   b) The information reported to the Regents shall be factually accurate and appropriately informative or persuasive, fairly examining student concerns, perceptions, and interests.
4) Reports
5) All information exchanged during the tri-annual Board of Regents meetings shall be presented before the Senate within two subsequent Senate meetings.
6) The information will be consolidated and published in an electronic format and distributed to the student body.

Article III- Student Activities Committee

Section A - SAC Guidelines
1) Member Attendance
   a) Only two meetings may be missed a semester. Members with more than two unexcused absences will be subject to removal by the SAC Coordinator.
   b) In the event a member cannot attend a meeting, the member shall notify the SAC Coordinator and the Executive Assistant twenty four hours in advance and attempt to get meeting info before the next SAC meeting.
      i) SAC Coordination
1) Marketing and Communication Officers
   a) Two Marketing and Communication Officers will be appointed by the SAC Coordinator in conjunction with the Marketing and Communications Director.
   b) The SAC MCOs will enhance campus awareness of SAC and its events.
   c) Communicate with SGA Marketing Communications Officers in order to effectively perform public relations responsibilities.
   d) The MCOs will meet with the SAC Coordinator biweekly or as needed at the discretion of either party.
   e) The MCOs will not be placed onto a subcommittee unless requested by the Coordinator.
2) Financial Officer
   a) A financial officer will be appointed by the Coordinator.
   b) The SAC financial officer will oversee the SAC budget and spending.
   c) The financial officer will report the Student Activities Committee Budget to the coordinator as well as notify subcommittee chairs of their remaining funds monthly.
3) Executive Assistant
   a) An executive assistant will be appointed by the Coordinator. The SAC executive assistant will keep attendance at all SAC meetings
   b) The executive assistant will take minutes at each SAC meeting and distribute these minutes no later than 10:00 am the morning after the meeting.
4) Subcommittee Chairs

a) There will be a committee chair appointed by the SAC coordinator for each of the four SAC subcommittees. These points will serve as the spokesperson for the committee for official SAC and SGA business.

b) The four committee chairs will meet with the SAC coordinator as needed at the discretion of either party.

5) SAC Coordinator

a) The SAC coordinator will be elected by the St. Olaf student body in the SGA spring elections the academic year prior to their term.

b) The SAC coordinator will attend and facilitate all SAC meetings which will be held at least once a week or at the discretion of the coordinator.

c) The SAC coordinator will ensure that the committee follows its mission to the best of their ability.

Section B - Committee Structure

1) Standing Subcommittees

a) All SAC members will serve on one standing subcommittee. Subcommittee descriptions can be found in the SGA bylaws.
   i) Special Events
   ii) Off Campus
   iii) Superfan
   iv) Movies

2) Ad-Hoc Committees

a) SAC members are not to required to serve on an Ad-Hoc committee. Each Ad-Hoc committee is run by the committee chair(s), appointed by the SAC coordinator.

b) Homecoming
   i) The homecoming committee will form in the spring before the scheduled celebration.
   ii) The homecoming committee will work with the Alumni and Parent Relations office to plan the annual homecoming week celebration.

3) President's Ball

a) The president's ball committee will form prior to the end of the fall semester.

b) The committee will plan and facilitate the annual celebration in the spring.

4) Senior Days

a) The Senior Days committee will form prior to the end of the fall semester.

b) The committee will plan and facilitate the festivities for senior week prior to commencement in the spring.

5) Detailed descriptions of the Host Lead and PR Lead can be obtained from the SAC coordinator.

a) Host Lead

b) The Host Lead for an event is charged with the facilitation of a SAC event from start to finish. They are the go to individual for the particular event.

6) All SAC members are expected to participate in SAC events.

a) The SAC coordinator may implement a system of points or hours to ensure even distribution of duties at their discretion.

Article IV- Political Awareness Committee

Section A- Attendance and Behavior

1) Committee members are responsible for attending all meetings. If a member is unable to attend a meeting, he/she must notify the PAC Coordinator as soon as possible and read the minutes following the meeting.

2) Absentees shall be counted as excused or unexcused at the discretion of the PAC Coordinator. Unexcused absences are considered to be a "strike."
3) Examples of "strikes" include but are not limited to missing or being significantly late to a Committee meeting or event.
4) Three or more strikes per year are grounds of expulsion from the Committee at the discretion of the Coordinator.
5) A member shall be notified within 24 hours via email after the first "strike." After the second "strike" he/she shall be notified in-person, and after the third "strike" he/she shall have a meeting with the Coordinator to discuss expulsion.
6) The Coordinator shall keep documentation of Committee members' "strikes" throughout the academic year and notify members each semester of their "strike" count.
7) Members are expected to be present visually at all PAC events and arrive at a time deemed appropriate by the PAC Coordinator.
8) PAC members are to remember that by serving on the Committee they are representing PAC and SGA. The PAC Coordinator reserves the right to remove members for actions deemed inappropriate.
9) Committee members removed from the Committee can reapply for future PAC membership, but shall only be accepted at the discretion of the Coordinator-elect.

Section B- Events and Budget
1) PAC must aim to host one event per week, with a minimum of three events per month.
2) Programming Reports must be filled for every event.
3) Campus organizations may present ideas to collaborate with PAC on events. The Committee shall discuss the proposal at a weekly meeting and decide if they would like to collaborate, and (if necessary) help fund the event.
4) PAC shall keep its mission statement in mind when planning events and provide events with diverse topics in order to appeal to a wide range of the student body.
5) PAC shall use its budget according to the guidelines of the SGA Bylaws and Article XIV of the SGA Policy Manual.

Section C- Committee Structure
1) The PAC Coordinator-elect at their discretion can select as many individuals as necessary to serve in the positions listed below during the following academic year, as outlined in the SGA Bylaws Article XI.
2) All PAC members shall undergo an application and interview process with the Coordinator-elect to be accepted into the Committee.
3) The PAC committee shall consist of the following positions:
   a) PAC Weekly Events Coordinator
   b) Special Events Coordinator
   c) Political Outreach Coordinator
   d) Executive Assistant
   e) "The PoliticOle" Editor/Web Content Manager
   f) Marketing and Communications Officer
   g) Financial Officer
   h) Election Officer
   i) Newsletter Editor
   j) Social Media Officer
   k) First Year Representative
4) The Committee may have members at large at the discretion of the Coordinator.
5) PAC shall hold applications and interviews for all students in the spring of each year.

Additionally, an application and interview process will be held each fall to select first year representative(s) to serve on the Committee.

Section D- Co-sponsorship

1) PAC shall spend a portion of its general fund, to be determined annually in accordance with overall allocation, on sponsorship of political awareness events held by other organizations.
2) Any co-sponsorship should be non-partisan, and help fulfill PAC's mission to create a diverse political culture on campus.
3) All requests for co-sponsorship need to go through the Political Awareness Committee, and a representative from the applying organization shall be prepared, if necessary, come before the Committee for questions.
4) Co-sponsored events must be co-directed by PAC members, and all advertisements must bear the PAC insignia.
5) All requests are accepted at the will of the Committee and the Coordinator, and can be denied for any reason.

Section E- Internal Finances

1) The PAC Financial Officer will perform a self-audit prior to the end of every semester.
2) The PAC Financial Officer will create and present a report of the Committee's finances prior to the end of every semester.
3) Budget line-items shall be determined annually by the Coordinator and Financial Officer.

Article V- Student Organizations Committee

Section A- SOC Member Guidelines

1) Attendance
   a) In the event that a member cannot attend a meeting, the member shall notify the SOC coordinator and must review the minutes of the missed meeting before the next SOC meeting.
   b) Scheduling of meeting times shall be collaborative, and therefore attendance is expected to the entirety of every meeting.
   c) If a member misses three or more meetings per semester, the SOC Coordinator shall review their membership in the committee.

Section B- Special Organization Funding

1) Special organization funding is available to officially recognize student organizations.
2) The SOC committee will consider all funding applications received by the deadline for its regular meetings.
   a) Organizations should apply for special organizational funding no less than two weeks in advance. The Coordinator reserves the ability to deny or accept a request on their discretion.
   b) The Coordinator may also approve reimbursement requests for events that were not included on the weekly agenda, on their discretion.
3) Special funding grants go above money allocated at the beginning of the semester, and are financial gifts which help pay for a standing activity or campaign run by an organization or the purchase of durable goods and other capital, for one-time events, and purchases of temporary materials. Grants may also be awarded to fund co-curricular conferences attendance, travel, and costs. Funds can also be used to assist groups which organize one-time special events, such as conferences, speakers, or trips. Gifts over $25 must be approved by the Student Organizations Committee Coordinator.
   a) SGA administrative, advocacy, and programming branches may not apply for special organizational funding.

b) No organization may receive funding from both the SOC and any other SGA allocating branch.

c) Special funding awards need not equal the amount requested. The SOC is under no obligation to award funds to any organization which applies for co-sponsorship funds.

4) If a member of the SOC also holds membership in a student organization requesting Special Funding, they must not participate in the review of the proposal.

Section C- Conference Funding Requests

1) Students who desire to attend conferences that are related to their extracurricular involvement or co-curricular interests may apply for funding from SGA.

2) All applicants must turn in their application at least a month before the conference. The Committee has discretion to accept a late application if an explanation is provided in writing.

3) Students or Organizations may potentially receive conference funding for transportation, lodging, registration fees, and per diems. Determining factors are distance and duration of conference, as well as other potential sources of funding.

   a) potentially receive conference funding for transportation, lodging, registration fees, and a per diem. Determining factors are distance and duration of conference, as well as other potential sources of funding

   b) divide maximum funding among organization members if they apply as a group

   c) not receive funding from two different SOC funds for any one conference

   d) not participate in the decision making process, if they are a member of the SOC

   e) demonstrate the benefit of attending the conference to both their organization and broader college community.

   f) be sponsored by an SOC recognized organization

   g) present a signed approval notice from the organization advisor endorsing conference request

4) Conferences must be located within the United States, for the sake of time allocation in the Student Activities Office to coordinate with students and for the equal distribution of funds.

5) Student organizations may apply to receive Conference Funding, but may not receive funding from both the Conference Fund and from an SOC Special Funding Request.

6) Students may not use SGA conference funding for study abroad trips.

7) If a member of the Student Organizations Committee brings forward a proposal he or she will not take part in the review of the proposal.

Section E- Donate a Meal

1) Internal Operations

   a) Coordination with Bon Appetit

   i) The SOC Coordinator must collaborate with Bon Appetit to set the week for Donate-A-Meal

   ii) Ensure the awarded organization follows Bon Appetit Donate-A-Meal guidelines

   b) Applications

   i) Printing – the expense of the Donate-A-Meal applications, rules and regulations will come out of the SOC Printing Expense Budget (010-92004-0002).

   ii) Collection – once all of the applications for Donate-A-Meal have been turned in (by the stated deadline), they will be turned over to the SOC.

   iii) Review and Selection – The SOC executive committee will review each application based on the selection criteria established in this policy manual and submit three or fewer finalist organizations to the Student Senate for consideration. This process will be completed no later than one week after the application deadline.

   (1) The VN Coordinator will be included if a VN organization applied

iv) Duty of SGA Vice President – after receiving three or fewer finalist organizations from the SOC, the SGA Vice President, in conjunction with the SOC Coordinator, will invite representatives from each of the three or fewer finalist organizations to present at a Student Senate meeting.

v) Selection of final organization – after listening to and asking questions of each of the three or fewer finalist organizations, the Student Senate will select which organization will be granted Donate-A-Meal, based on the selection criteria established in this policy manual. This decision will be made by a simple majority vote at the same meeting in which the presentations were made.

vi) Notification of the Final Organization or Program– after the Student Senate selects the organization or program to receive Donate-A-Meal, the SGA Vice President or SOC Coordinator will inform the three or fewer finalist organizations or programs of the results, either by letter, phone call or email. This process will be completed no later than 24 hours after Student Senate has made the final selection.

vii) Follow-up – Once the selected organization or program complete a Donate-A-Meal, they will submit the following information to the SOC: the name of the organization or program, the date of the Donate-A-Meal, the number of people involved, and the dollar amount collected. This information will be kept on file with the SOC for use in determining qualifiers for future Donate-A-Meals.

viii) Exceptions
(1) If the SOC has not received any applications by the deadline stated on the application, a new application deadline, occurring up to one month later, will be assigned. If no applications are submitted by the second deadline, no organization or program will be allowed to hold Donate-A-Meal during the semester.

2) Criteria for Evaluation of Proposals
a) The following criteria will be considered
i) The merit of how the selected organization or program will use the money earned from the Donate-A-Meal.
ii) The selected organization or program should do something that will benefit others with the money earned from Donate-A-Meal (e.g. helping a homeless shelter would receive higher consideration than buying group sweatshirts).
iii) The quality of the organizations' or programs' proposal.
iv) The time spent by the organization or program in preparation for Donate-A-Meal.
v) The number of participants who would benefit from the money earned from ~~the~~ Donate-A-Meal.
vi) The amount of effort put into trying to hold Donate-A-Meal by the organization or program.

3) Rules and Regulation
a) Donate-A-Meal will be open to all recognized student organizations and Volunteer Network programs, provided they meet the following criteria:
i) The organization or program has been officially recognized by a branch of SGA.
ii) The organization or program has turned in an application for Donate-A-Meal and received all the required signatures.
iii) The organization or program has met with the Student Senate and received permission to go ahead with Donate-A-Meal.
b) No organization or program may hold more than one Donate-A-Meal per year. This rule may be waived in the event that no other applications have been submitted, and it can also be used as a tie-breaker between two final Donate-A-Meal requests.

c) All applications must be turned in by the specified due dates set by the SOC Coordinator.
d) Procedure for Organizations or Programs
   i) Fill out the application form and return it to the Student Activities Office no later than the date specified on the application.
   ii) Present to the Student Senate at a date specified by the SGA Vice President.
   iii) No later than two weeks following Donate-A-Meal, submit the following information to the SOC: the name of the organization or program, the date of Donate-A-Meal, the number of people involved, and the dollar amount collected. This information will be kept on file with the SOC for use in determining qualifiers for future Donate-A-Meals.

Section D- SOC Funding Criteria
1) The following criteria will affect the final decision of the SOC:
   a) number of students affected directly and indirectly by the event.
   b) presence or lack of additional fund-raising efforts.
   c) efficiency and financial value of the event in relation to its cost.
   d) previous co-sponsorship funds awarded to the organization.
   e) duplication of other events or organizational efforts.
   f) funds remaining in the SOC special request fund.
   g) any other criterion deemed appropriate by the SOC.

Section F- Off-Campus Event Funding
1) In cases where the proposed event takes place off-campus, organizations must show the benefit the event could bring to the St. Olaf community.
2) Since off-campus events such as leadership workshops, conferences, and special celebrations provide an indirect benefit to the St. Olaf community and a direct and significant benefit to the individuals who participate, a level of personal financial commitment by participants may affect the final co-sponsorship funding decision.

Section G- Miscellaneous Information
1) The SOC and SGA will receive credit on all publicity materials as a co-sponsor of any event for which special funds have been awarded.
2) The SOC Committee will inform applicants of their decisions to the applicants within two (2) business days and to the Senate at its next regular meeting.
3) Excess funds indicated by finalized budgets submitted by organizations will be returned to the SOC.

Section H- SORC Use
1) The Poster Room shall be used exclusively by recognized student organizations.
2) Only two signs can be made in the Poster Room per student organization event.

Article VII- Music Entertainment Committee

Section A – MEC Guidelines
1) Member Attendance
   a) Coordinator shall instate a three-strike policy of attendance. The first two absences shall beget warnings. After the third, the member in question is subject to removal by the SGA President and MEC Coordinator.
   b) In the event a member cannot attend a meeting, the member shall notify the MEC chair and attempt to get meeting info before the next MEC meeting.

2) MEC Coordination
   a) MEC coordinator shall provide each member in the committee with a set of obligations and duties at the beginning of the year.
      i) Refer to the SGA Bylaws Article VII, Section B
   b) Each member of MEC shall be put into a subcommittee that corresponds with their interests.
   c) MEC coordinator shall put together an agenda for each meeting, allowing time for subcommittees to meet separately.
3) MCO Coordination
   a) Be sure to have concert information to the MCO as early as possible.
   b) Double-check posters for typos before printing, especially for bigger shows.
   c) Let MCO know as early as possible if you would like name badges printed out on lanyards.

Section B – Campus Band Events
1) Campus Band Coordinator (CBC)
   a) A member of a campus band shall be in charge of this, they should demonstrate good leadership and initiative.
   b) Encourage the CBC to organize both weekend and weekday shows throughout the semester.
   c) The CBC shall complete the listed duties to the best of their ability:
      i. Work closely with Pause Tech managers.
1) Keep a running list of all active bands on campus, including their contact information.
2) Gauge interest of bands in different show dates, and make show dates available.
3) Hold auditions for spring festival.
4) Get bands to promote their own events.
   a) The MEC coordinator shall make sure the CBC is operating without a conflict of interest. The CBC, if involved in a campus audition for a show, shall not be allowed to judge who can and who cannot participate.
5) 6. Spring Festival
   a) Make sure the outdoor venue and indoor rain site are both booked well in advance.
   b) If necessary, submit a work order to facilities for a stage.
   c) Work with the CBC and the rest of the MEC to establish a good and comprehensive lineup of campus bands.
   d) Be in conversation with SGA Executive Committee and the Director of Student Activities about potential issues with the event.
   e) It is a training day for new MEC members – have them sign up for times and duties throughout the day.
   f) Work with the Pause techs and bands to ensure it will go smoothly.

Section C – Large Concert Planning
1) Two weeks prior to the event.
   a) Catering: Bon Appetit
2) Give Bon Appetit exactly the information in the contract rider, and stress anything specific that the rider stipulates.
3) Location – The balcony works best for large bands/groups, the green room get crowded quickly. Just make sure this area is well lit.
4) Estimate high - The MEC members will take care of the leftovers if there are any.
5) It is best to email or call the catering workers rather than put in an order.
   a) Technical
8) For larger shows, this should mostly be taken care of by the Pause, but check with the tech managers to make sure they have what they need.

a) Check Request – check with advisor, make sure it's in.
b) Figure out where they will park their bus, the Bon-App load-in works well.
c) Tell the MCOs to put in order for ID badges, if you plan on using them.
9) One week prior to the event.
   a) Attend Pause Programming meeting.
   b) Advance the show with the middle agent and/or the tour manager.
      i) It is helpful to have a tech manager there as well.
   c) Put together a responsibility sheet for MEC members so that they can sign their name up for a time to work on DOS and know what to do.
   d) Purchase hospitality rider items, use Pause kitchen fridge if necessary.
   e) Craft a timeline and an information sheet.
10) This will be of use for agents, bands, and administrators.
11) Should contain phone numbers for:
    a) MEC Coordinator
    b) St. Olaf Staff advisor
    c) Middle Agent
    d) Tech Managers
    e) Tour Manager if applicable
    f) Band Manager if applicable
12) Should contain times for relative events throughout the day, including:
    a) Load-In
    b) Sound Check
    c) Catering Information
    d) Transportation Details if Applicable
    e) Doors
    f) Show Start/End
    g) Opener Start/End
    h) Load-Out

Section D – DOS (Day of Show)

1) Expect emergencies to happen, keep calm no matter what if and when they do.
   a) In particular, expect the catering to mess up, because it has happened in the past.
2) Get there early, bands tend to arrive early.
3) Green Room preparation
   a) Make sure the "no drinking" signs are up.
   b) Set out hospitality rider items as nicely as possible.
   c) Have a set of posters there for signing with a note and a sharpie.
   d) Bottled water is a must.
   e) Check for clean towels.
4) Have your information and timeline sheet posted around the Pause, in the green room, in the Office of Student Activities, etc.
5) Have the department card and the credit card on you just in case.
   a) Feel free to get the techs and/or MEC members Pause pizza with the department card, anything to keep the show running smoothly.
6) Have a car on hand in case the band needs anything that cannot be provided from a campus resource.
7) Enjoy the show, you've earned it.

Article VIII- Lion's Pause

Section A – Member expectations
1) Be active members of MEC, its events and activities
2) Seek input of student body for band/artist/event selection
3) Represent the various musical tastes of the campus
4) Support the planning and hosting of events as needed
5) Support endeavors and events hosted by fellow committee members
6) Contribute ideas and provide feedback in a critically thoughtful manner
7) Listen actively and respectfully to all opinions in the committee
8) Be attentive to needs of committee/event hosts
9) Be active and adaptive problem-solvers and organizers
10) Understand and respect that some information shared within the committee should not be shared outside of the committee (ie. cost of artists, large artist contracts before reveal, etc)
11) Recognize that the role goes beyond loving music; it is about representation of the student body, wanting to build community through music, and hard work.

Section B – Campus Musicians Subcommittee - Responsibilities
1) Update and maintain the Campus Musician Master Directory, complete with current campus musicians, producers, and DJs, who have expressed an interest to learn, perform, or create music on campus through MEC facilitation
2) Gather information from campus musicians and DJs periodically, keeping contact information, demo tapes, and genre up to date
3) Create opportunities for campus musicians to record, to allow them to better promote off-campus
4) Attend one band practice slot of every musician on the Pause band practice calendar in order to stay connected to the campus musician scene and realize new talent
5) Provide sufficient information biannually about campus infrastructure to allow bands to create opportunities for themselves (ie. how to get a practice slot, how to reserve space for a show, how to print posters, etc.)
6) Provide transparency as to how DJs and musicians are selected for various events
7) Serve as liaison and spokesperson between campus musicians, producers, and DJs and MEC
8) Book, host, and coordinate campus musicians show, at least two per semester and 1 during Interim
9) Maintain DJ residency program
   a) Create a 3-hour weekly practice time with the Pause, separated into 30 minute slots for campus DJs to have practice time on the DJ decks
   b) Attend DJ rehearsals monthly in order to remain connected to the DJ community
   c) Provide proper advertising to the campus community as to how to get started DJing
   d) Book, host, and coordinate campus DJ show (~1/semester) separate from Pause dances (ie. Balconi)
10) Coordinate and facilitate student support acts for Fall/Spring concerts
   a) Determine selection process (ie. campus voting, committee voting, direct appointment, etc.)
   b) Provide MEC Coordinator with audio files of at least three bands/musicians for headliner to listen to/choose from after selections are made
   c) Facilitate movement of support on day of show (from green room to sound check to performance, etc)
   d) the MEC coordinator shall make sure the sub-committee is operating without a conflict of interest (ie. if member is involved in an audition or selection process, that member shall not be allowed to vote in who shall be chosen)

Section C – Small (Lair committee) Concerts – How to
1) Research bands/what would be good at Olaf. Where? Why? What musical needs will this band/musician fulfill? Is it a genre that has already been at Olaf a lot recently? Is it a more underrepresented genre? Be thoughtful and intentional.
2) Reserve an available space (Lair, Art Barn, Pause, etc) before reaching out to bands. Sometimes more than one date is helpful. When reserving spaces, don't plan to book an event on days that have other big SGA/college events in the evening (ie. Don't book an event the weekend of Christmas Fest, Homecoming, a pause dance, etc.)
   a) Reserve space on R25 if not a Pause space.
   b) Regardless of whether or not it is a Pause space, reserve Pause as well. We need tech workers at a show regardless, and this is how to reserve them.
3) Contact band and inquire as to availability/price – don't commit to hosting in any way; informal agreements can be binding. Talk to Coordinator if unsure about how to word.
4) If cost/date are appropriate, and with the permission of the MEC coordinator, you may officially extend an offer towards the artist.
5) Fill out a pre-contract worksheet (found online or in the OSA). Do not send this worksheet to artist; ask artist for specific information by email or over phone in order to fill out the sheet yourself. Make sure the artist is aware of all of the particulars (ie. Times, date, length of set)
   a) If unsure about exact day of show times, check with MEC Coordinator or Assistant Director of Student Activities
6) At same time as filling out pre-contract work sheet, make sure to acquire a tech rider from artist. Forward rider on to the Pause Tech Triumvirate. Email is techtriumvirate@stolaf.edu.
7) Acquire a w9 form from the artist so that we may pay them. Can be sent to them if needed, upon request.
8) Go over with and give pre-contract form to Assistant Director of Student Activities. They will process the form and get the official contract sent to the artist.
9) After logistics are confirmed, send all information to the MCO chosen to do the marketing art for the show (MCO is assigned by the MEC coordinator).
   a) Include information as to what kind of aesthetic is preferred. Poster must have date, time, location, name of artist, name of opener (if applicable), as well as both MEC and SGA logos.
   b) Final poster must be approved by MEC coordinator and Assistant Director of Student Activities/Management (if applicable)
   c) Print and hang up posters ~1.5 weeks before the show
   d) Print ~35 posters (20 to res life, the rest hang up in specified locations around campus)
   e) Have the MCO create a full PR suite including tightrope and a cover photo (with same aesthetic as poster) for Facebook. When approved, have MCO send the cover photo to the SMO.
10) Have SMO begin social media promotion about 1 week before show
   a) Create Facebook event with show details, complete with cover photo from MCO
   b) Promote on any other relevant social media
   c) Confer with event host/s as to what kind of promotion should take place (ie. daily postings leading up to event, music video links to share, if a statement should be released before the show, etc.)
   d) Urge all members of MEC to promote show on personal social media and by word of mouth (ie. Invite friends to FB event, encourage friends to attend, etc)
11) Make check request in order to pay artist a week in advance (if a Friday/Saturday show, make request the Monday before). It takes 4-5 days to process a check request through the business office. Ask MEC Coordinator or Assistant Director of Student Activities to aid in check request

process. Final request must be approved by Assistant Director and sent through campus mail or hand delivered to the business office.

12) Attend Pause programming meeting (Mondays during chapel time) the Monday before show in order to confirm details and share any last information with Pause techs/security/co-coordinators, etc. Go prepared to speak about day-of schedule, security need, tech needs, etc.

13) Check in with artist/artist contact ~4-5 days in advance of show to confirm details of arrival and performance, and to answer any last minute questions they may have. Share own contact details (ie. phone number) so that they may contact you on the day of performance.

14) At MEC meeting before show, talk to subcommittee members about any day-of-show responsibilities they may have, and determine attendance requirement

15) Decide if will be providing informal (not in contract) food for musicians. If yes, plan on getting the MEC dept. card from MEC Coordinator before show, in order to purchase food from either the Pause, the Cage, the Bookstore, or Stav Hall. Check with coordinator on how much food is acceptable to purchase before the actual purchase is made.

16) Day of Show
   a) Show host is required to be available/point-of-contact at all times throughout the show process (from the arrival of the band, or earlier, until the leaving of the band, or later)
   b) Check in with techs, make sure all in-house equipment is loaded into performance space before the band arrives
   c) Meet band/musician upon arrival. Introduce self. Show band to green room (if applicable). Help them unload equipment/instruments.
   d) Introduce band/musician to the techs who will be teching sound check/the show.
   e) Provide food for them (if applicable)
   f) Sound check
   g) Sound check support (if applicable)
   h) Check in with security before show begins. Make sure they know of any restrictions to watch out for including bags, photography, etc.
      i) Introduce MEC photographer to security, so that they are aware of who specifically is allowed to photograph the event
   i) During show, remain constantly aware of all that is taking place. Be ready to adapt and intervene in any situation if needed
   j) Stay until load-out is complete

17) ~1-2 days after show, complete programming report (found on Oleville) in order to share experience with future show hosts. Gather feedback from subcommittee in order to help do this well.

Section D – Large (Fall/Spring) Concert - roles/responsibilities

1) MEC Coordinator
   a) Reserve ~5 dates for potential Fall/Spring concert in advance (spring of previous year)
   b) Determine viable budget for Fall/Spring concert with Financial Officer
   c) Facilitate whole-committee brainstorming of potential large concert artists
      i) Emphasize importance of considering all aspects of performer (ie. genre, gender, race/ethnicity, etc.)
   d) Take top 15 selection from Mane Stage committee, have each committee member rank these 15 from most preferred to least. Give this final ranking to Assistant Director of Student Activities.
   e) Work through offer process with Assistant Director; make offers until succeed
   f) Tech riders to outside tech firm, get quote based upon rider, factor into spending budget
   g) Determine day-of times for:

       i) Pause load-in
       ii) Outside tech load-in
       iii) Headline load-in
       iv) Sound check
       v) Support load in
       vi) Support sound check
       vii) Doors
       viii) Support
       ix) Headline
       x) Meet and greet
       xi) Load-out

h) Reserve outside security
i) Determine release date
j) Determine price and sale of ticket logistics
k) Determine catering costs (work with Mane Stage)
l) Have MCO create staff passes for Pause staff and MEC members to wear at day of show
m) Pause tech meeting; determine logistics concerning:
       i) Load-in/times
       ii) Security
       iii) Tech
n) Make check request through business office Monday of week of show
o) Check-in with artist tour management ~1 week before show, provide point of contact information for day-of-show (contact of Coordinator)
p) Order committee pizza/food before day of show; large orders from Pause need to be made at least 48 hours in advance
q) At Thursday meeting before show, go through logistics and responsibilities, along with expectations for behavior, with full committee
r) At some point before show (~1 week in advance), meet with Pause techs who will be providing technical support with bands (and Assistant Director of Student Activities). Go through logistics and responsibilities, along with expectations for behavior.
s) Day of show reminders
       i) Be available from load-in to load-out
       ii) Set out signs and advertisement pointing towards Pause with event details
       iii) Get staff lanyards to MEC members, others
       iv) Introduce self and photographer to contracted security
       v) Greet artist/tour management, show to green room
       vi) Make sure posters are in green room for signing
       vii) Work to keep things running in a timely manner (ie. when techs need to be finished with sound check)

2) Mane Stage sub-committee responsibilities
  a) Narrow down brainstorming list to 10-15 names in separate meeting with subcommittee and Coordinator (in May or November, depending on semester)
  b) Catering/green room logistics
       i) Email catering@stolaf.edu with hospitality rider, see what they are able to provide ~2-3 weeks before show
       ii) Purchase items they are unable to provide ~1-2 days before show
       iii) Day of show, set out items neatly in green room.
       iv) Check for clean towels.

        v) Place posters along with permanent marker in central location
  c) Ticket sales
      i) Determine if will sell online only, cash, etc. If not just credit card only, work out logistics with Assistant Director in advance.
  d) Reveal
      i) Determine what day reveal will be (based upon contract)
      ii) Determine where/how reveal will take place
      iii) If need print/digital material (ie. large poster), speak with MCO 1-2 weeks in advance
      iv) Include SMO in all plans
  e) Responsibility sign-ups
      i) Ticket sales
      ii) Day-of show responsibilities
          (1) Selling tickets (if applicable)
          (2) Scanning tickets
          (3) Stamping hands
          (4) Selling merchandise
          (5) Set-up
          (6) All members required to attend show, be available, load out
  f) Day of show
      i) Green room
          (1) Set out items/food neatly
          (2) Check for clean towels
          (3) Tape show poster to outside door
          (4) Lay out posters/permanent marker for signing
          (5) Put up show schedule

Section E - Notes on concerts

1) All paper/contract information is found in the OSA. If anything ever needs to be referred to, the information is here. Photocopies may be made if needed.
2) Make sure to keep out all non-MEC members before doors open (do not allow non-relevant people into sound check, etc).
3) Absolutely no extra-curricular activities (ie. after-partying) are allowed with the headliner
4) No merchandise may be sold on campus Wi-Fi. All merch must either be sold in cash, or through the band's own data plan/hot-spot/etc.
5) Discretion regarding an artist's name before release date is extremely important.

Article IX- Volunteer Network

Section A- Requirements for starting a new organization

1) Program must have at least one program director.
2) Program must have a minimum number of 4 members including the program director.
3) The Program Director must attend a formal meeting with the VN exec committee where the program director gives a 5-10 min presentation addressing the following:
  a) Description of program and why it is needed
  b) Current membership and interest
  c) Plans for group
  d) Expected funding
  e) Proposed weekly volunteer schedule
  f) How organization is different from other VN orgs.

Section B- Procedure for VN membership renewal
1) Respond in a timely fashion to the email regarding who will take over as program director in the following year.
2) Email commitment to attend VN events such as the program director meeting, VN fair, and Co-curricular fair.
3) Program Director's must attend every program director meeting scheduled by the Program Director Coordinator.
4) Program Director's must encourage their volunteers to log hours, and turn in hour logging totals each month to the Volunteer Network Committee.
5) If a program fails to meet these requirements, VN reserves the right to terminate their status as a VN-sponsored organization.

Article X- Diversity Celebrations Committee

Section A – Celebration Guidelines
1) All DCC sponsored events must be free and open to all St. Olaf students.
2) Outside guests, faculty and staff can be charged to attend DCC celebrations.
3) Any celebration sponsored by DCC cannot charge a fee to St. Olaf students. This includes charging for tickets for admission or meals and for transportation costs to off-campus celebration sites.
4) Money from DCC shall go towards benefiting the campus or for the benefit of the diversity organization's mission as stated in their constitution.

Section B – Member Organization Requirement
1) To become a member organization of DCC, the organization must meet the following
   a) Requirements.
   b) The organization must meet all requirements of SOC and have existed under SOC for a minimum of two years.
2) A representative from each member organization must attend meetings every other week.
   a) The constitution of the organization must relate to increase awareness of diversity on campus.
   b) Diversity includes but is not limited to gender, race, ethnicity, socio-economic background, religion, sexual orientation, or other aspects of identities.
   c) The organization must promote diversity through programming.
   d) Each organization's constitution must include a non-discrimination statement of the form "ORGANIZATION does not discriminate in its membership or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy, sexual harassment and other sexual misconduct including acts of sexual violence such as rape, sexual assault, sexual exploitation and coercion), gender identity and/or expression (including a transgender identity), or sexual orientation".
3) The organization must complete the Member Organization Petition form on oleville.com/dcc and send it to the DCC Coordinator.
4) A copy of the organization's constitution must be sent to the current DCC Coordinator by email.

Section C – Member Organization Funding Request Procedure
1) The DCC Funding Request Form available on oleville.com/dcc must be completed with as much detail as possible and sent the DCC Coordinator.

2) When the form has been authorized for consideration in the next DCC meeting, the DCC representatives from the requesting organization will be notified and must come prepared to answer any questions from DCC members and other Reps.
3) Once the budget has been approved with at least 2/3 the members of in favor, the DCC Financial Officer will transfer the funds to the organization account.
4) After your event, your organization must re-submit the same form with updated information regarding actual spending. The post-programming form is available on oleville.com/dcc.

Section D – Diversity Programming
1) The diversity programs listed below shall be given priority funding if requested.
2) All programs coordinated by established DCC member organizations must still apply for funding and propose their celebration events.
3) Special provisions for funding may be given towards organizations who wish to lead programming for events listed below under supervision of the DCC executive committee. The organization must still apply for funding and propose their celebration event.
4) The DCC Executive committee may organize and lead the following programs if no established DCC member organization leads the program.
   a) Latino Heritage Month - celebration coincides with the national celebration of Hispanic Heritage Month, coordinated by Presente.
   b) Coming Out Week - celebration coincides with national celebration, coordinated by GLOW!.
   c) Native American Weeks – celebrated in late Oct/early Nov, previously coordinated by Talking Circle, a Native American organization no longer in existence.
   d) Diwali – Indian Festival of Lights coincides with international celebration of Diwali, coordinated by CSA!
   e) Hmong New Year - coincides with international celebration of Hmong New Year, coordinated by HCO.
   f) Africa Week –celebrated in the middle of November, coordinated by Karibu.
   g) Martin Luther King, Jr. Celebration - coincides with National Martin Luther King, Jr. Day, coordinated by CUBE.
   h) Black History Month – celebrated in February, coordinated by CUBE.
   i) International Night – celebrated during a weekend in March, coordinated by ISO.
   j) Drag Ball – celebrated prior to Pride Week, coordinated by GLOW!.
   k) Pride Week – celebrated during a week in March, coordinated by GLOW!.
   l) Special event planned by DCC – celebrated at a mutually decided time.
5) DCC organizations are able to propose celebrations not listed above.

Article XI- After Dark Committee

Section A- ADC Guidelines
1) Attendance and Behavior
   a) In the event an Agent cannot attend a meeting, the Agent shall notify the ADC coordinator as soon as possible, read the agenda before the meeting, and read the meeting minutes after.
   b) Absences will be counted as excused/unexcused at the discretion of the ADC coordinator. Unexcused absences are considered to be a "Strike."
   c) Examples of "strikes" include but are not limited to missing a meeting without notifying the coordinator, missing an event shift, or being significantly late to an event shift. Arriving to an ADC function noticeably under the influence is grounds for expulsion at the discretion of

the ADC coordinator.
- d) Three or more strikes per year will be grounds for expulsion from the committee by the ADC Coordinator.
- e) The ADC coordinator will keep documentation of committee member's strikes throughout the academic year and notify members each semester of their strike status. Strikes reset at the end of an academic year.
- f) ADC members are expected to conduct themselves well, be in the right frame of mind, and identify themselves visually with their ADC shirt/badge and in person to all event staff while helping at ADC events.
- g) ADC members are to remember that by serving on the committee they are representing ADC and SGA. The ADC coordinator reserve the right to remove members for actions deemed inappropriate.
- h) Committee members removed from the committee can reapply for future ADC membership, but will be accepted at the discretion of the coordinator-elect.

2) Committee Training and Guidelines
- a) All committee members must complete Bystander Intervention Training (or its equivalent) as specified by the ADC coordinator.
- b) Financial training is required for all committee members.
- c) All committee members will work at least two Pause Dance (subject to committee numbers).
- d) All committee members will work at least once after midnight (subject to committee numbers).
- e) ADC members will be made aware by the ADC Coordinator of different "risk management" strategies to minimize risk and deal with difficult situations effectively.
- f) Waivers will be used for any event that poses a significant risk of bodily harm.

3) Events and Budget
- a) The ADC must host at least 2 events per month.
- b) The ADC shall be responsible for filling gaps in weekend programming due to event cancellation or other extenuating circumstances, within reason. The ADC shall maintain a working list of "last-minute" event ideas that can be executed during these circumstances.
- c) Programming Reports must be filled out for every event.
- d) The ADC will plan ahead to host events the first weekend of each semester and Interim.
- e) Campus groups and individuals can present an idea to collaborate with ADC on an event during ADC's weekly meetings. ADC will decide if they want to collaborate on the event, and (if necessary) help fund the event so long as no "double dipping" within SGA occurs.
- f) ADC will keep its mission statement in mind when planning events, and try to provide a diverse sampling of events targeting different niches of the student body.
- g) ADC shall use its budget according to the guidelines of The SGA Bylaws and Article XIV of the SGA Policy Manual.
- h) The ADC Coordinator and Financial Officer will work together to ensure at least 75% of ADC's SGA monetary allocation is in the Events Line Item.

4) Committee Roles
- a) The ADC coordinator-elect will make every effort to find an individual (or two) to fill the following positions on the committee for the following academic year, as outlined in the SGA Bylaws Article XI (B). All ADC Agents will undergo an application and interview process with the coordinator-elect to be accepted into the committee.
- b) The ADC Team shall consist of:
  - i) Large Events Officer
  - ii) Financial Officer

iii) Small Events Chair
iv) Social Media Officers
v) Executive Assistant
vi) Marketing and Communications Officer(s)
vii) Web Content Manager
viii)Pause Dance Officer
ix) DJ Officers
x) Sustainability Officer
xi) Agent of Darkness (Member-at-large)
c) ADC will hold applications and interviews for upperclassmen the spring of each year. Additional applications and interviews will be opened each fall for incoming first years (at least two first year members required), transfer students, students returning from abroad, and other interested students.

Article XII- Executive Committee

Section A- Executive Committee Guidelines
1) The Executive Committee must meet at least three times a month at the time and day decided upon by the SGA President
2) Meeting minutes are to be taken by the Executive Assistant and distributed to committee members after the conclusion of the meeting. Minutes are to remain private. Specific and/or sensitive details from discussions in Executive Committee meetings are not to be discussed outside the meeting or in Senate meetings.
3) Committee members are held to extremely high standards of both official and personal actions.

Section B- Executive Meetings Attendance Policy
1) With the exception of Interim, no proxies are allowed to take the place of committee members at Executive Committee meetings.
2) Corrective process
   a) Committee members with one unexcused absence will receive a verbal warning in a meeting with the SGA President.
   b) Committee members who accrue another unexcused absence will receive a written warning in a meeting with the SGA President.
   c) Committee members with three unexcused absences will be assessed and be subject to grounds for impeachment.

Article XIII - Budget

Section A-SGA Allocation Spending Guidelines
1) SGA must attempt to maximize the benefit to the St. Olaf student body when spending the SGA Allocation Money.
2) SGA Branch budgets are the responsibility of the respective executive officer in accordance with all rules outlined within the SGA Bylaws, the SGA Constitution, and this document.
   a) Grievances related to budgetary poor judgment should be brought to the SGA Senate.
3) Ethical questions regarding budgets should be directed to the respective executive officer or the SGA President.
4) Any transfer of $1,000 or more between line items of a branch or between branches must be approved by the SGA Senate.

5) Any further ethical questions should be considered by the SGA executives, and if necessary policies should be proposed and ratified through the Senate to address future concerns.

Section B- SGA Allocation Budget Guidelines

1) The newly appointed SGA Chief Financial Officer must provide SGA executive member-elects with an estimate of branch allocations for the coming year after the spring elections but before the academic year ends.
    a) This estimate will be determined by using the SGA Bylaws' percentages with the projected SGA budget for the coming year.
2) Each executive member-elect is required to submit a proposed budget for their branch to SGA President-elect and SGA Chief Financial Officer-elect before official allocations are proposed to Senate in the spring.
3) Each executive member-elect is required to draft a budget for their branch shortly after receiving their allocation estimate outlined above.
    a) The incumbent branch coordinator, SGA President-elect, and their respective advisor should be consulted throughout the process.
4) In the spring, the SGA President-elect, SGA Vice President-elect and newly appointed SGA Chief Financial Officer upon the advice of the SGA President, SGA Vice President and the SGA Chief Financial Officer, shall present a tentative budget for the upcoming fiscal year to the Senate for consideration no later than the second to last meeting of the year.
5) The Student Senate is the final arbiter on all SGA Allocation spending and budgeting.

Section C- Buffer and Emergency Fund Policy

1) This fund will be limited to covering operating expenses such as printing, promotions, film rental, etc exceeding costs allotted in the SGA budget.
2) The Buffer and Emergency Fund shall also cover emergency expenses incurred by the SGA and not protected by St. Olaf College insurance policies.
    a) The SGA Chief Financial Officer shall recommend emergency purchases to the Student Senate for approval.
    b) Reimbursements can be made for emergency purchases under the condition that a formal proposal be submitted to the SGA Chief Financial Officer within 30 days of the emergency.
    c) No other reimbursements for purchases are allowed.
3) Per Article XIII of the bylaws, the buffer fund must maintain a minimum starting balance of 2% of the total SGA Allocation at the beginning of the academic year.
4) At least three-quarters of the fund shall remain untouched through the first semester of the academic year.
5) After the first semester, the SGA Chief Financial Officer may assess petitions for additional funding and make recommendations to the Student Senate for the allocation of monies in this fund.
6) The petition process shall be:
    a) A typed proposal should be submitted to the SGA Chief Financial Officer.
    b) Any SGA branch may petition the SGA Chief Financial Officer for buffer fund allocations. The Student Senate may also petition for buffer fund allocations to the SGA administrative budget through the SGA Chief Financial Officer.
    c) The SGA Chief Financial Officer will present the proposal to the Student Senate.
    d) In the event that Student Senate does not approve the proposal, it is considered dead, and no further discussion will be considered. For the matter to come to the Student Senate again, the proposal must again pass through the SGA Chief Financial Officer as outlined in this policy manual.
7) At the end of the fiscal year, surplus funds in the SGA budget shall be transferred to the Buffer

and Emergency Fund as well as the Capital Improvements Fund, per Article XIV, Section D, number 4 of this policy manual.

Section D-Capital Improvement Fund

1) Primarily, the Capital Improvement Fund is to finance purchases of capital to further the goals of the Student Government Association, as stated in the SGA Constitution.
2) The SGA Chief Financial Officer will make recommendations to the Student Senate for allocations from the Capital Improvements and Emergency Fund. Consideration will be given to a cost/benefit analysis, the suitability of the purchase to the purpose of the petitioning branch, the ability of the purchase to serve many students, and the longevity of the purchase.
3) At least once per year, Senate shall consider funding projects submitted by St. Olaf students that fall within the purview of the Capital Improvements Fund.
   a) The application and implementation processes for student projects shall be managed by a Senate Subcommittee as designated by the SGA Vice President.
   b) The St. Olaf Facilities Department shall be consulted for student project cost estimates.
   c) Each year before the Senate term expires, the subcommittee in charge of reviewing the student submissions shall present a report to the SGA Vice-President with a recommended course of action for the next year. This report shall be presented to the next year's subcommittee chair to serve as a guide.
4) The fund will contain a maximum amount of 5% of the total SGA Allocation at any time and a minimum of 2% at the beginning of each academic year. At the end of each year, remaining SGA Allocation funds may be allocated to the Capital Improvements Fund for the following year, up to the maximum amount of 5% of the SGA Allocation. All other funds must be transferred to the Buffer and Emergency Fund.
5) If the remaining SGA Allocation funds are insufficient to meet the minimum amount for the beginning of the next year, the balance of the 2% minimum will be taken off the top of the next year's SGA Allocation revenues, before branch budget allocations are determined. This is the responsibility of the SGA Chief Financial Officer.
6) If there is more than $4,000 remaining in the fund on March 31 of the year, the amount of money above the $4,000 mark is available for regular distribution to SGA branches which demonstrate a strong need for additional funds.
   a) Branches which apply for these extra funds must go through the normal process for petitioning and allocating funds from the Capital Improvements and Emergency Fund, as stated in this policy manual.
   b) The SGA Chief Financial Officer will make recommendations, and the Student Senate will determine if any branches are to receive these additional funds.
7) The following is the petition process for SGA branches:
   a) A typed proposal should be submitted to the SGA Chief Financial Officer.
   b) The SGA Chief Financial Officer will present the proposal to the Student Senate. In accordance with the SGA Bylaws, the Student Senate shall not vote on a fiscal matter at the meeting at which it is presented.
   c) In the event that Student Senate does not approve the proposal, it is considered dead, and no further discussion will be considered. For the matter to come to the Student Senate again, the proposal must again pass through the SGA Chief Financial Officer as outlined in this policy manual.

Section E- Leadership and Training Policy

1) All executive branches shall have a budget line entitled "Leadership and Training". This budget shall cover all expenses related to retreats and training, committee recognition, and food. No money from any other line items may be used toward these programs and purchases.

a) Food and recognition purchases available to the student body (i.e. VN volunteer recognition or free popcorn at SAC movies) are acceptable as part of regular programming expenses.
b) The "Leadership and Training" budget for each executive committee shall not exceed $10 per committee member per semester. Executives are included as members of the committee.
c) All transfers into this budget line must be pre-approved by the SGA executive committee.

Section F- Appreciation Policy

1) A stipend is a monetary form of appreciation assigned to a specific job within the SGA.
2) Additional stipends must be approved and adopted into the SGA Bylaws no later than October 15 of each academic year.
   a) Stipends are to appear as a line item, categorized in each SGA branch budget. No stipends may be paid from any other account.
3) A gift is a monetary or other token appreciation, which is given to committee members.
   a) Gifts greater than $10 per individual and $50 at one time must be approved by the SGA executive committee.
   b) Gifts are to appear as a line item, categorized in each SGA branch budget. No gifts may be paid from any other account.
   c) Guidelines for gift spending by recognized student organizations can be found in the SOC Constitution.
4) Note: the term "token appreciation" refers to any item given in appreciation or gratitude. This includes, but is not limited to, money, t-shirts, sweatshirts, mugs, and other miscellaneous gifts which are purchased for the purpose of appreciation.
   a) The decision to give token appreciation as defined above is at the discretion of each branch coordinator and executive committee
   b) Each branch coordinator should take appreciation spending into account during the budget process.
5) Members of the SGA executive committee are reminded that the purpose of appreciation spending is to show acknowledgment and gratitude for work that individuals do for the SGA. Gifts, in particular, are merely tokens and should not be given as a matter of course or as payment for work accomplished.

Article XIV- Senate

Section A – Members
1) SGA Executive Committee
   a) Refer to Article XI of the Bylaws
2) Other Senators
   a) Refer to Article XII of the Bylaws

Section B- Senate Rules
1) Senate meetings shall be run according to the procedures outlined in the most current edition of Robert's Rules of Order. If Senate rules conflict with Robert's Rules of Order, Senate rules will be given precedence.
2) In Order for a proposal to be placed on the agenda, it must either
   a) Receive the signature of two Senators
   b) Receive the signatures of 25 St. Olaf Students

3) A proposal that receives the requisite signatures shall be placed on the agenda if it is submitted to the SGA Vice President at least 24 hours before a meeting. A proposal can be withdrawn by the author at any time before the senate meeting.

4) A two-minute time limit per speech shall be imposed upon all speakers on the speakers list during special orders and regular business. Each Senator is allowed to speak twice on the same speaker's list.
   a) This rule shall be waived during special orders. However, it may be enforced at the discretion of the Chair or when it is requested by a majority of Senate.
   b) The Chair may exempt proposal authors from this time limit for the purpose of introducing a proposal to Senate. After the author introduces the proposal, the normal time limits will apply.

5) All proposals amended by the Senate (and passed as amended) must be made available to Senators in the Office of Student Activities and through e-mail.
   a) The entire amended proposal must be made available, as passed, by the SGA Executive Assistant within one week.

6) Non-controversial items may be placed on the consent agenda. The Chair shall announce the time for considering the consent agenda, and if no member objects, all motions on the consent agenda shall pass.
   a) Items may be placed on the consent agenda at the discretion of the Chair
   b) The Chair must provide the Senate with the full text of any consent agenda items at least 12 hours before these items will be considered.
   c) An item shall be removed from the consent agenda and placed on the regular agenda if any Senator or Senate Advisor makes such a request. Such a request may be made verbally or in writing, and it may be made before the meeting at which the consent agenda will be used.
   d) No proposal may be placed on the consent agenda if it directly involves financial transactions.
   e) No proposal to amend the SGA Bylaws or Policy Manual may be placed on the consent agenda unless it has previously been placed on the regular agenda.

7) A motion to end debate (including motions to table, call the previous question, and advance the question) will not be in order until a speaker's list has been open for at least 10 seconds.

8) Reports and Announcements shall be an opportunity for Senators to provide updates that are related to their Senate roles.

9) Hill Hype shall be an opportunity for Senators to provide updates that are not directly related to their Senate roles.

10) Meetings shall include a student comment section in which students may address Senate. If students wish to speak outside of the student comment section, a Senator must offer a motion to suspend the rules.

11) Any Senator may request that the Chair conduct a straw poll.
    a) This request requires a second.
    b) The Senator who requests the straw poll may phrase the question.
    c) If the chair declines to conduct a straw poll, the chair's ruling may be appealed to the Senate. The appeal shall be decided by a simple majority vote.
    d) Nonvoting members may participate in straw polls unless stated otherwise by the Senator introducing the Straw Poll.
    e) When conducting a straw poll, the chair shall read the choices, tally the votes, and report the results to the Senate. The speaker's list then continues.

12) A Point of Order may be addressed to the Chair if a member believes that a parliamentary rule

has been broken.

    a)   A Point of Order may interrupt the current speaker.

13) A Parliamentary Inquiry may be addressed to the Chair or Parliamentarian when a member wants to request a clarification regarding parliamentary procedure (and/or Robert's Rules).

    a)   A Parliamentary Inquiry may interrupt the current speaker.

14) The motion of *"Tidbit"* should be used to clarify specific issues related to the broader topic of discussion. Tidbits should be limited to 15 seconds and must be germane. This motion can interrupt the speaker, is not voted on, is not seconded, and is not debatable.

    a)   The speaker may not phrase the Tidbit to support or refute a point.

    b)   A Tidbit may not be used to articulate a point or argument; it must be strictly informational.

15) If a Senator is speaking and exceeds two minutes, directly after they are stopped, another Senator may yield their speaking turn to the previous Senator.

    a)   The Senator that yields a speaking turn must have spoken less than twice on the current topic.

    b)   A Senator may not be yielded more than two speaking turns per speaker's list.

    c)   A Senator may receive one speaking extension for each speaking turn.

16) The motion of "Advancing the Question" shall place a limit on debate without immediately ending discussion. When such a motion is made and seconded, the Chair shall mark the end of the speaker's list as it stood when the motion was made. Once this marked point on the speaker's list is reached, the Chair shall call a vote on ending discussion. A ⅔ majority vote is then necessary to end discussion.

17) The motion of "Advancing the Question" shall mark the end of the speaker's list as it currently stands. This motion requires a second, is not debatable, and a ⅔ vote is necessary to end discussion on the proposal (or amendment) and move to a vote

    a)   If the ⅔ vote to end discussion fails, the speaker's list continues.

    b)   To inquire how many people are on the speaker's list (either before the upcoming vote to end discussion, or after); a motion for "Point of Information" should be directed to the Chair.

    c)   If the SGA Bylaws require that a motion be tabled prior to being voted upon, the motion to table shall not immediately end debate. Instead, the motion to table shall be subject to the procedure outline above in Section A, Number 2.

    d)   In all other cases, the motion to table shall function as defined in Robert's Rules, i.e. a successful motion to table shall immediately end discussion on a proposal.

Section C- Guidelines for Proxies

1)   Senate and committee meeting attendance is essential in order for the Student Senate and SGA committees to function and perform their roles in service to the student body. According to the SGA bylaws, and in order to ensure a quorum, senators who cannot attend Senate meetings are responsible for sending a proxy. Senators who cannot attend committee meetings are responsible for reviewing information discussed at said meeting. The following guidelines apply both to members of the Senate and SGA committees and their proxies:

2)   A member shall:

    a)   Inform the proxy of the meeting time, place, and possible duration.

    b)   Provide the proxy with all necessary written and reference materials, including minutes of previous meetings, proposals on the table, and bylaws or other guidelines.

    c)   Discuss expected issues with the proxy and give instructions on how to vote on proposals on the table.

    d)   Meet with the proxy after the meeting to review business and discussion from the meeting.

3) A proxy shall:
   a) Arrive on time and attend the entire meeting.
   b) Collect all materials distributed at the meeting and deliver them to the member.
   c) Speak with all the rights of a full member.
   d) Cast votes which reflect the will and intent of the member, abstaining from any votes for which the member has not provided clear instructions for voting.
   e) Meet with the member to review business and discussion from the meeting.
4) An ex-officio member may not serve as a proxy for another member, voting or ex-officio.
5) The SGA Vice President and SGA Executive Assistant will prepare a written report of member absences with and without proxies no less than once per semester. The report will be made available to the student body online and will reflect permanent proxies for academic conflicts.

Section D-Amendments
1) A proposal to amend the Policy Manual may be submitted at any Senate meeting.
2) Changes to the Policy Manual can be adopted by a majority of the entire voting membership of Senate.
3) No amendment shall be voted upon at the same meeting that it is proposed.

Section E – Timothy J. Cashin Memorial Senator of the Year Award
1) Timothy J. Cashin Memorial Senator of the Year Award
   a) Each spring, the President and Vice-President, upon the advice of the full Senate, shall name a person(s) as Senator(s) of the Year. The advice each senator gives will be in the form of a nomination of a fellow senator who they feel exemplifies and lives up to the standards of Senator of the Year. This person should have gone over and above the call of duty and have given unselfishly to the St. Olaf College community. The person(s) selected will be given a plaque in honor of their service and their name(s) will be placed on the plaque that is in the David E. Johnson Boardroom. The nominations will be given to the President and Vice-President no later than the first Senate meeting in May so that the President and Vice-President may select the recipient by the last Senate meeting of the year
   b) This award was created in memory of Timothy J. Cashin, a dedicated member of Senate who passed away in a boating accident in August 2001. Tim exemplified the characteristics of an extraordinary Senator by putting his all into programming for and advocating on behalf of the students of St. Olaf. Tim served the students as a hall senator as well as SAC Coordinator.

Section F - Executive Session
1) Executive Sessions are defined as a meeting, closed to public, in which executive business and/or private discussions are held, presented, or conducted in front of the Student Senate.
2) Executive Session meeting minutes will be recorded by the Executive Assistant and given to the SGA President and Vice President.
3) Meeting minutes will be available for viewing in the SGA President and Vice President's office during their office hours or by appointment.
4) Minutes are to remain private. Discussions in Executive Sessions are not to be discussed outside the meeting or in subsequent Senate meetings.
5) A full explanation of Executive Session can be found in Robert's Rules of Order.

Article XV- Elections

Section A- Overview
Candidates are responsible for adhering to all election guidelines. The following guidelines apply to all candidates, including write-ins. Additional election regulations can be found in Article

XVI of the Student Government Association Bylaws, which can be obtained by contacting the SGA Vice President. These guidelines and the Student Government Association Bylaws will be made easily available to every candidate, and one copy of each document will be distributed to each area coordinator and the Director of Residence Life.

Questions regarding SGA election policy should be directed to the Chair of the Election Commission (spring elections) or the SGA Vice President (Fall Elections).

Section B – The SGA Election Commission

1) 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 no less than 4 weeks prior to spring elections.
   a) The SGA President is not eligible to serve on the Election Commission.
2) The election commission shall schedule a meeting with all candidates running for office in order to explain election rules and procedures for spring elections. This meeting shall take place before campaigning begins.
3) The election commission shall be responsible for working with IT and the SGA Web Master to facilitate online elections. Each candidate's platform, experience, and picture shall be posted on the SGA website. Hall Senator elections shall be coordinated by Residence Life in accordance with the guidelines in the SGA bylaws and policy manual. The ballots of Hall Senator elections shall be tabulated by the Area Coordinator. The commission shall also facilitate the announcement of election results. In addition, it shall:
   a) Ensure that polls for campus-wide elections do not begin before 9:00 AM and end as close to 9:00 PM as possible.
   b) Rotate the names of all registered candidates on the ballot.
4) The election commission shall inspect and validate all petitions and maintain them in a yearlong file. The commission is responsible as requested for all recalls, recounts, and referendums. All petitions shall be available for inspection by any member of the student community.
   a) Right to recount – the election commission shall be obligated to recount ballots, at the written request of the candidate. This request must be made in writing and either hand delivered or emailed to the chair of the election commission within twenty-four hours after the results have been announced to the public.
5) The election commission shall hear and address election challenges for any office or referendum. It shall be the final arbiter in all disputes arising from any election, except as outlined in Article XVI Section G Sub-Section 2 of this Policy Manual. Penalty decisions regarding elections violations shall be made by a majority vote no later than 24 hours after a violation has been reported. A quorum of one half of the commission must be present in order for the commission to assess a penalty.
6) The chair of the election commission is responsible for calling the commission to meet
7) The election commission shall meet at least once prior to the initial candidate meeting to review all regulations listed in the Bylaws and Policy Manual The Election Commission chair shall invite members of the Honor Council to attend this first meeting. At this meeting the Election Commission shall:
   a) Consult with the Honor Council on issues of impartiality, penalty assessment, and penalty execution. This order of business may be eliminated if members of the Honor Council decline to participate in the meeting.
   b) Consult with the Senate Bylaws Subcommittee on issues of intent and interpretation.
   c) Agree on the penalty for all election violations stated in Article XVI Section D.

Section C-Candidate Regulation Information

1) All candidates must register to have their name placed on the ballot by submitting a registration form and a completed petition to Office of Student Activities by a time and date to be designated by the Election Commission. Hall Senator candidates must submit a registration form and a completed petition to the respective area coordinator by a time and date designated by the Election Commission.
2) Petitions and registration forms for spring elections will be made available in the Office of Student Activities and/or on Oleville two weeks before the date of the elections. For fall elections, petitions and registration forms will be made available two weeks before the general election date. Hall Senator candidates may obtain forms from the front desk of each respective residence hall. Other fall election candidates may obtain forms in the Office of Student Activities.
3) Registration forms will be posted publicly in the Buntrock Commons.
4) All candidates are required to attend a mandatory campaigning meeting at a date, time and location to be determined by the Election Commission. Candidates who are unable to attend this meeting should contact the chair of the Election Commission immediately.

Section D- Campaigning Regulations
1) Campaigning for registered candidates will begin at a time and date to be determined by the Election Commission. Candidates who campaign before this time will be penalized. Preparatory work (e. g. designing posters, writing platforms) may take place before the meeting.
2) Campaign expenditures are limited to $45 for each candidate. The candidates for SGA President and SGA Vice President are limited to $90 jointly.
   a) Each candidate may only spend money on their own individual campaign. This expenditure limit includes all materials purchased pertaining to the election (materials to be handed out, paper, ink cartridges, print center charges, etc.), as well as donations and gifts from supporters.
   b) Such general items as tape, glue, etc. need not be accounted for.
   c) Candidates must submit itemized expense reports by 5:00 PM the evening before both elections. Expense reports shall be submitted to the Election Commission Chair, and they must include receipts for all purchases. Any item that does not have a receipt will be charged St. Olaf Bookstore prices.
   d) The Election Commission will penalize candidates who overspend.
   e) All expenditures are at personal risk of the candidate(s). Candidates shall not be reimbursed for materials.
3) Candidates may not use any residence hall, Student Activities, or Poster Room paper and materials for campaigning.
   a) The use of any Student Government Association facilities or materials is prohibited. Violations include the use of the Student Government Association or Poster Room computers and copy machines.
4) Campaign materials and practices are under the jurisdiction of the Election Commission. Candidates will be held responsible for all campaign activities undertaken on their behalf, including the content and placement of all campaign materials. The Election Commission may impose less severe penalties in cases in which the candidate is not directly responsible for a campaign violation.
   a) The Election Commission shall have the power to censor campaign material if and only if the material violates the St. Olaf Non-Discrimination Policy.
      i) In ambiguous cases, the Election Commission shall contact the candidate in order to discuss the content and intent of challenged campaign material.
   b) All materials created either by candidates or officially recognized student organizations must

bear the name of the party responsible for the creation of the materials.

   c) Each registered candidate will be provided access to an Oleville Candidate Profile with which they may promote and craft their candidacy, platform and/or vision.
5) Use of the Caf Flyer and the cafeteria tables is prohibited.
6) Campaign Materials
   a) Signs- The following types of signs are allowed:
      i) Large posters--only permitted in Buntrock Commons and cannot exceed 2.5 feet x 2.5 feet (in accordance with the Buntrock Commons poster guidelines).
      ii) Fliers, which cannot exceed 11"x17".
      iii) Support signs of any size and form are permitted only in consenting student's own residence hall rooms or on those students' own residence hall room doors. These support signs do not count against a candidate's poster limit in a given residence hall.
         (1) If a support sign is physically distributed, electronically distributed, created, or designed by a campaign, the value of said support sign will count as a campaign expenditure.
         (2) If an individual student creates an original support sign, the value of this sign will not count as a campaign expenditure. Original support signs may incorporate a campaign's official slogans and/or logos. However, individual students may not distribute said original support signs.
   b) Tightrope – Each candidate or candidate ticket may display only one tightrope slide, but this slide may be changed as desired. Tightrope slides may not be displayed for longer than ten seconds per cycle.
   c) Student organizations cannot create posters for select or mass distribution unless the student organization has the permission of the candidate. The cost of all materials used to make these posters will count toward a candidate's campaign expenditures.
   d) No sign may be secured to glass or cover glass in any academic building or residence hall.
   e) No material may be posted in classrooms or posted or written on blackboards.
   f) Signs may not be attached to the floor in any building.
   g) Consistent with Residence Hall policy, a maximum number of fliers set forth by Residence Life shall be permitted.
   h) The following regulations are specific to the respective buildings for at-large elections:
      i) No posters may be placed in any of the following buildings:
         (1) Steensland Gallery
         (2) Old Main
         (3) Speech-Theater Building
         (4) Boe Memorial Chapel
         (5) Skoglund Athletic Center
         (6) Tostrud Center
         (7) Tom Porter Hall
         (8) Center for Dance and Art
      ii) Buntrock Commons Regulations
         (1) No more than one (1) poster is allowed above the PO boxes.
         (2) No more than one poster is allowed in the cafeteria.
         (3) No more than five (5) flyiers are permitted in the Commons. A large poster above the PO boxes do not count against this limit.
         (4) Signs are only allowed on bulletin boards that allow public postings.
         (5) Candidates may not hang signs over other candidate(s)' posters

          (6) All posters must be approved by the Office of Student Activities.
- iii) Residence Halls
  - (1) Candidates must adhere to all Residence Life policies, including policy regarding the maximum number of posters that may be placed in each dorm.
  - (2) All Residence Hall fliers must be approved by the Residence Life Office before posting.
  - (3) No campaign material may be distributed under residence room doors.
  - (4) All publicly visible campaign material constitutes a flier, with the exception of individual support signs. See Article XVI Section D 6 a iii of the Policy Manual for a definition of individual support signs.
  - (5) One large poster may be hung in a designated area as long as approved by the Area Coordinator.
- iv) Rolvaag Library
  - (1) Five (5) or fewer fliers are permitted on bulletin boards in the foyer.
  - (2) Fliers are not permitted within the building.
- v) Five or fewer fliers are permitted, in the following buildings, provided posters are not placed on departmental bulletin boards:
  - (1) Regents Hall of Mathematical Sciences
  - (2) Regents Hall of Natural Sciences
  - (3) Holland Hall
  - (4) Tomson Hall
- i) Officially recognized student organizations may create and post fliers supporting or endorsing any and all candidates in a given election.
  - i) Fliers may be posted in all buildings where candidates can post fliers, with the exception of residence halls.
  - ii) Each organization may place no more than two (2) fliers in each building, regardless of the number of candidates. These organizations support signs do not count towards the limits indicated elsewhere in these election guidelines.
- j) Candidates may endorse other candidates. However, endorsement campaign material will be counted against the quantity and financial limits of the endorsed candidate.
7) Handouts
   a) Candidates may use handouts.
   b) Handouts must not exceed 4-1/4" x 5-1/2" (a quarter sheet).
   c) Candidates may use campaign letters, provided they are specifically addressed and delivered to particular individuals.
8) Candidates may not publish material in departmental and organizational newsletters.
9) Candidates may utilize social media to promote their campaigns. For the purpose of this section, social media shall be defined as follows: any technological platform commonly used by students to communicate with numerous peers simultaneously. Social media may be used freely, with the following exceptions:
   a) No candidate or candidate's campaign may utilize an official SGA social media platform. Official SGA media platforms include but are not limited to SGA branch Facebook pages, Twitter accounts, and Instagram profiles.
   b) No candidate or candidate's campaign may utilize an official St. Olaf College social media presence. Such a presence shall be defined as a page, account, group, or other presence created and moderated by a full-time college employee.
10) A candidate may distribute campaign material via email. A candidate may email any alias, except for the following:

a) Official aliases maintained by St. Olaf College, including but not limited to all student aliases, class year aliases, academic course aliases, residence hall aliases, and academic hall aliases.

b) Official SGA aliases, including but not limited to the all student alias, the Executive Team alias, the Senate alias, and Board of Student Media alias.

11) Any student shall be allowed to publicly promote candidates with the following exceptions:

a) Members of the Election Commission shall not be allowed to promote candidates.

b) The current President and Vice President shall not publicly promote any candidates.

12) Candidates may not seek endorsements from St. Olaf Faculty or Staff.

13) Chalking

a) Chalking may not be done on the north side of the Buntrock Commons.

b) Chalking is permitted on the Buntrock Commons plaza if it is not under the overhang.

14) Outside Material

a) All material that is placed outside must be in accordance with St. Olaf ground crew regulations.

Section E-Election Procedures

1) Primary elections for Hall Senators shall take place on a campus-wide date to be determined by the Election Commission in coordination with the Director of Residence Life.

a) The two candidates receiving the most votes in the primary election will be placed on the final election ballot.

2) The final Hall Senator elections will be held on a campus-wide date to be determined by the Election Commission and the Director of Residence Life. Polling shall take place at each respective hall receptionist desk.

3) The final spring elections will be held at a date and time to be determined by the Election Commission.

4) Spring elections shall be conducted utilizing Ranked Choice Voting (RCV)

a) At the end of Fall Semester 2017, the SGA President, Vice President, and Chief Technology Officer shall jointly determine whether it is technologically and administratively feasible to utilize RCV for the Spring 2018 election. If they determine that it is not technologically or administratively feasible to utilize RCV, they shall have the power to conduct spring elections under a first-past-the-post system (as outlined in Article XV Section E Sub-Section 1). Senate must approve or deny by a simple majority the administrative decision made by the President, Vice President, and CTO. Article XV Section E Sub-Section 3 Clause a will be struck from the Policy Manual following Spring 2018 elections.

b) After the Spring 2018 elections, the SGA President shall designate a committee to assess the effectiveness of RCV and make recommendations as to its use in future elections.

5) Elections conducted using RCV shall utilize the following process:

a) Voters will be given the option to rank their preferred candidates for each office. Voters' ballots shall be valid even if they only rank one candidate.

b) Vote tabulation shall proceed in rounds, and a candidate will win once the candidate has received a simple majority of votes.

   i) If a candidate receives a majority of first choice votes, this candidate will be declared the winner.

   ii) If no candidate receives a majority of first choice votes, the candidate with the fewest first choice votes (hereafter 'Candidate A') shall be eliminated.

   iii) After Candidate A is eliminated, a second round of tabulation will occur. If Candidate A was Voter Y's first choice, Voter Y's second choice candidate will be considered Voter Y's first choice candidate in the subsequent rounds of tabulation.

   iv) The process outlined in clauses i-iii will continue until one candidate receives a simple

majority of the votes.

6) Results of the final spring elections will be posted on the SGA bulletin board, in the Manitou Messenger and/or on Oleville. Results of the final hall Senator elections will be announced by the respective area coordinators.

7) All candidates who lose in the primary election must dispose of their campaign materials within one (1) day of their notification of the primary election results. All campaign materials must be removed within one (1) day of the announcement of the winners of the final election.

Section F- Election Day Policy

1) Candidates may campaign while the polls are open. The following exceptions apply while polls are open:
   a) Candidates may not campaign within 50 feet of a polling location
   b) Campaign material may not be posted within 20 feet of a polling location
   c) Candidates may not encourage students to vote by providing them with an electronic device or paper ballot. Candidates who violate this this regulation (e.g. by going door to door with a laptop) may face disqualification.

2) Candidates must ensure that any acquaintances who staff polling places remain neutral

3) The Election Commission may impose more severe penalties on a candidate who violates election regulations on the day of general elections or a day in which a candidate is running in primary elections.

Section G-Complaints and Penalties

1) Neglect for any of the listed regulations, either in the Student Government Association Bylaws or in these election guidelines, is grounds for disciplinary action. Disciplinary actions include, but are not limited to:
   a) Private apology to affected parties
   b) Public apology
   c) Removal of campaign material in a specified area
   d) Disqualification (see Article XVI Section F Sub-Section 2)
   e) Other penalties specifically tailored to a unique violation of Election policies. However, such a penalty may not involve a direct reduction in the number of votes that a candidate receives.

2) The Election Commission shall have the power to disqualify candidates in the case of egregious violation(s) of election policies.
   a) A 2/3 vote of the Election Commission shall be necessary to disqualify a candidate, and such a decision must be publicized within 24 hours.
   b) A disqualified candidate may appeal their disqualification to Senate. Senate may, by a 2/3 vote, remove said disqualification. However, Senate shall not be required to vote upon any candidate's requalification petition.
   c) A disqualified candidate who appeals may continue campaigning while their appeal is pending. An appeal shall be considered pending if either of the following conditions is met:
      i) The disqualified candidate makes a written declaration to the SGA President and Election Commission chair that communicates their intent to appeal. The candidate must intend to bring their petition to a regularly scheduled Senate meeting which will take place *before* the election.
      ii) A special meeting of Senate has been called in order to discuss the requalification petition.

3) Candidates must be informed within 24 hours of any penalties, up to and including disqualification, that have been assessed against them.
   a) Each candidate's violations shall be made publicly available on Oleville.

4) Removing, obstructing, or vandalizing another candidate's signs or materials is cause for

disqualification.

5) Complaints and challenges made by any student of St. Olaf College regarding the placement or content of signs or any other election and campaign aspect must be e-mailed or hand delivered to the chair of the Election Commission no more than twenty-four hours after the results of the election have been made public. Concerned parties may contact the chair of the Commission through the Office of Student Activities.

6) Complaints and challenges regarding specific decisions of the election commission must be written and delivered to the SGA President in the Office of Student Activities no more than 24 hours after the results of the election have been made public. The grievance procedure will be enacted as outlined in Article XVIII, Section C of the Bylaws, except for grievances regarding disqualification of candidates, which shall be enacted as outlined in Article XVI, Section F Sub-Section 2 of this Policy Manual.

7) The Election Commission is the final authority in determining the validity of any complaint or challenges, and the Commission makes final decisions in regards to complaints, except as provided for in Article XVI, Section F Sub-Section 2.

8) Complaints and challenges shall be decided based on the following sources, listed in the order of precedence:
   a) The Student Government Association Constitution
   b) The Student Government Association Bylaws
   c) The Student Government Association Policy Manual
   d) Rules adopted by the Election Commission
   e) A majority vote of The Election Commission
   f) The Chair of the Election Commission

Article XVI- Miscellaneous

Section A-Publicity Guidelines
1) Creating/changing guidelines
   a) The SGA-Marketing and Communications Director determines publicity guidelines for SGA.
   b) Contact the SGA Marketing and Communications Director about new ideas, suggestions and questions relating to the Publicity Guidelines.
2) Refer to building or department policies for specific publicity guidelines