

# The Bylaws of the Student Government Association of Colgate University

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## Article I: Student Organizations

### Section 1: Basis for the Approval of Student Organizations

#### A. Constitution

- i. Each student organization must write a constitution in the manner set by SGA.
  - a. Constitutional updates including organization name must be submitted to the Student Organizations Committee (SOC) and approved by majority committee vote.
  - b. Any constitutional issues irresolvable by the SOC will then be sent to the Senate body for dispute.
- ii. This mission of the organization must be clear in the constitution.

#### B. Purpose

- i. The organization must be beneficial and necessary to the enrichment of the Colgate community.
- ii. The organization must fill a unique niche within the Colgate community.
- iii. The organization must be open to anyone who wishes to participate. If an organization wants to be exclusive or selective their constitution must reflect specific reasoning.
  - a. Exclusive groups may exist if they can present clear and justifiable reasoning to the SOC. They may only be approved at the discretion of the committee and then voted on by majority Senate vote.

#### C. Registration Paperwork

- i. Each organization must submit a Student Organization Recognition Information sheet, constitution, and petition of interest with thirty (30) student signatures.

#### D. Gaining Recognition

- i. A representative from the organization must first meet with the Director or Assistant Director of CLSI and the SGA Liaison to ensure that their group's mission statement meets the above requirements.
  - a. The organization must be willing and able to participate in required procedures for SGA recognized groups. This includes attendance at leader meetings and submitting all required paperwork.
  - b. Organizations are encouraged to submit any and all meeting minutes and action plans to the Liaison to support recognition interest if applicable.
- ii. There must be a liaison from the organization present at the SOC meeting and Senate approval meeting to answer questions.
  - a. The organization is eligible to be reviewed and debated by the Senate one (1) week after SOC recommendation.

#### E. Student Senate Approval

- i. Each organization must be approved by a majority vote in the Senate.
- ii. The Senate should consider the approval of new organizations in at least one (1) Senate meeting per month, with specific dates established in the Senate and published in a calendar at the beginning of each academic semester.

#### F. Re-recognition

- i. The above process for gaining SGA recognition applies to any de-recognized organization looking to regain official recognition status. All paper work must be updated and re-submitted.

### Section 2: Responsibilities of Student Organizations

#### A. Required Paperwork

- i. Organizations are required to submit Student Organization Recognition Information sheets into their CLSI advisor by the last day of classes every Spring semester.
  - a. Student Organization Recognition Information sheets include the name and purpose statement, their contacts, the number of members, their meeting days and times, their meeting location, and the approximate date of the next election of officers. Updated forms can be submitted at any time during the year.
- ii. Organization member lists must be turned into the CLSI by Oct. 15 of every fall semester in order to maintain access to the BAC for funding.
  - a. This includes access to money already established in group accounts as well as the ability to apply to the BAC for funding.
  - b. Exceptions to this requirement will be made when the anonymity of an organization's members is necessary.

- c. Updated lists may be submitted as necessary.
- iii. Organizations are responsible for submitting two End of the Semester Reports. End of the Semester Reports are due on the last day of classes in the Fall and Spring Semesters.
  - a. End of the Semester Reports document organization use of BAC funding, event and/or meeting activity. Organizations can document issues or concerns about their organization, the SGA, the BAC, or CLSI in these reports.

#### B. Required Meetings

- i. One member is required to attend all leader meetings throughout the semester.
  - a. Presidents and treasurers are encouraged to attend the first leader meeting of each semester.
- ii. Student organizations are allowed one (1) leader meeting absence per semester and must confirm receipt of meeting agenda with the current SGA Liaison.
- iii. Student Organization leaders are strongly encouraged to meet with their CLSI advisor at least one (1) time throughout the course of a semester.

#### C. Sanctions

- i. Failure to submit Student Organization Recognition Information sheets by the last day of classes during the Spring semester will result in the forfeit of \$100 BAC allotted slush fund the following Fall semester.
- ii. Failure of any organization to attend leader meetings, with the allowance of one (1) absence, will result in the suspension of access to BAC funding for the first eight (8) academic weeks of the following semester.
- iii. Failure to submit End of the Semester Reports will result in the suspension of access to BAC funding for the first eight (8) academic weeks of the following semester.
  - a. This includes the ability to go before the BAC for event funding during the first eight (8) academic weeks of the penalized semester and/or the suspension of funds in their current accounts for that eight (8) week period.
  - b. The SOC should meet in session to review these forms and make a formal report to the Senate at least once regarding the previous semester.
- iv. Failure to submit any required paperwork for two (2) consecutive semesters will result in the revoking of official SGA recognition.
- v. Any issues irresolvable by the SGA Liaison shall be sent to the SOC for dispute and voted on by the committee.

#### D. Revoking of SGA Recognition

- i. A student group shall be brought forth in front of the Student Organizations Committee to determine if they shall remain a SGA recognized group if;
  - a. They are found to be consistently delinquent in turning in required forms (recognition forms, member lists, end of the semester reports) and attendance at leader meetings
  - b. Misuse BAC funds (purchase of alcohol, misappropriation of allocated funds/purchase of unauthorized items etc.)
  - c. Become inactive for a year (two consecutive semesters). To be inactive is to not sponsor any events and/or have no meetings.
- ii. In order for a group to have their recognition revoked the Student Senate must approve by a majority.
- iii. Once a group's recognition is revoked they immediately forfeit any BAC funds they have in their accounts and forfeit all rights that are gained through SGA recognition.

#### E. Appealing Bylaw Provisions

- i. Any organization may appeal decisions provided by these bylaws. Organizations have the right to approach the SOC with evidence to plead their case. On recommendation by the SOC cases shall be brought to the Senate for final decisions to be determined by majority vote.

### Section 3: Privileges of Student Organizations

#### A. SGA Recognized Organizations

- i. SGA recognized organizations are those that have fulfilled the steps to gaining SGA approval and have been approved by a majority vote in the Student Senate.
- ii. SGA recognized organizations have the following privileges:
  - a. Use of Colgate's name.
  - b. Use of Colgate's facilities, including the sponsoring or presenting of a public performance on Colgate property.
  - c. Use of Colgate vans.
  - d. Fundraising.
  - e. Use of the Colgate Print Shop.
  - f. Use of the CLSI copy machine for organization related business.
  - g. An email account.
  - h. Funding from the BAC and budget account.
  - i. First choice for Coop tables or tables at the Student Involvement Fair.

## Article II: Budget Allocations Committee

### Section 1: Object

A. The object of the Budget Allocations Committee (BAC) shall be to distribute the Student Activities Fee funds to recognized Student Government Association (SGA) Organizations from the Fund Allocation Pool of the SGA.

## Section 2: Members

### A. Membership

The Budget Allocations Committee (BAC) shall be chaired by the Student Government Association Treasurer and shall consist of seven full members.

### B. Definition of Members

A full member of the BAC shall be a member with full voting rights in good standing. For the purposes of these bylaws, the Treasurer is *not* to be considered a member unless otherwise specified.

### C. Duties and Responsibilities

- i. The duties of BAC members shall be to attend meetings, discuss, and pass decision on the distribution of funds from the Fund Allocation Pool as outlined in Section 3, Procedure. Additionally, members must perform BAC related duties and tasks otherwise assigned by the SGA Treasurer.
- ii. All members of the BAC must attend a training session (see Section 2, E:ii:a) at the start of each semester to be run by the Treasurer.
- iii. BAC members are to attend each meeting of the BAC as set forth by the Treasurer. Failure to appear at three BAC meetings in an academic semester shall result in the immediate dismissal from the BAC. Dismissal on the grounds of attendance shall be automatic and does not require Senate approval.
  - a. If a dismissed member of BAC has an extended leave of absence (e.g. medical leave) he/she may be reinstated at the beginning of the subsequent semester (if applicable, see Article II, Section 4:H) at the discretion of the Treasurer.
  - b. If a dismissed member of BAC does not have an extended leave of absence, he/ she will be ineligible for future participation in or application to the BAC.

### D. Selection

- i. New BAC members shall be chosen at the end of each academic semester.
- ii. A campus-wide announcement shall be given including instructions on applying to the BAC. The application process must be publicized at least one week prior to the appointed deadline.
- iii. Application shall be open to all students with the exception of the SGA Executive Board members, Parliamentarian, Treasurer, Liaison, and those who have declared their intention to run for the Senate-elected BAC member.

- iv. Applications must be submitted to the SGA by the published deadline as determined by the Elections Commissioners.
  - a. Applicants must submit a résumé and completed application as determined by the Student Organizations Committee. All applicants must also submit a list of all past and present activities and groups with which they have been affiliated on campus (and feel comfortable disclosing). This list will be used throughout the application process to aid in assuring that a diversity of interests is manifested in BAC members.
- v. The Student Organizations Committee (SOC) shall run and oversee the application process, and also screen applications.
- vi. The President, Vice President, Treasurer, Liaison, Parliamentarian, and Speaker shall jointly select the members from among the screened applications and present them for Senate confirmation. The Director of the Center for Leadership and Student Involvement (CLSI) or an appointee shall be invited as a non-voting participant.
  - a. The selection committee shall schedule interviews with the candidates at their convenience. All selection committee members must be present for all meetings.
    - 1. The selection committee shall evaluate each candidate based on his/her abilities and qualifications.
    - 2. The Treasurer should also convey during the interviews the importance of BAC positions and the time commitment the positions entail.
- vii. The selection committee shall recommend one individual for each vacant full position to the SGA Senate. The Senate shall confirm all recommendations for appointments to the BAC.
  - a. A simple majority shall be required for approval.
  - b. If the Senate does not approve of a recommendation, the selection committee shall be charged with making a new recommendation.
- viii. BAC members shall be chosen to serve terms of two consecutive semesters. Three of the BAC members shall serve in a Spring-Fall term of office and the three others shall serve in a Fall-Spring term of office. The Senate elected BAC member shall serve a term of one semester.
- ix. If deemed appropriate, the selection committee may suggest the appointment of two BAC alternates.
- x. The Senate has the power to remove any full member of the BAC. The Treasurer and the Director of CLSI or an appointee shall review the case and make a presentation to the Senate at the behest of the Treasurer or the Senate. A three-fourths (3/4) majority in Senate shall be required to remove a member of the committee. This process is separate from the automatic dismissal which shall occur as described in Section 2, C:iii and does not require Senate approval.
  - a. Upon the resignation of a member of BAC or the removal of a member of the BAC by the Senate or for neglect of duties by the

Treasurer, the selection committee shall recommend one of the two alternates to replace the removed member. In the case that the removed member is the Senate selected one, the Senate shall conduct its own election as enumerated in Section 2, D:xi.

xi. Senate BAC Member

- a. The Elections Commissioners shall conduct an election for the Senate BAC Member prior to the end of the last Senate meeting of each semester.
- b. Candidates eligible for and interested in holding the position of Senate BAC Member shall submit a written statement of no more than 150 words to the Elections Commissioners a week before the vote in Senate.
- c. Current candidates for the Senate BAC Member cannot apply for the BAC in any other capacity for that semester's selection period.
- d. During the appropriate Senate meeting, each candidate will deliver his/her prepared remarks, to be within a time limit set by the Parliamentarian.
- e. A question and answer session will follow the prepared remarks.
- f. The Senate and any member of the Association shall then begin debate on the candidates.
- g. Immediately after debate, each Senator shall submit his/her vote to the Elections Commissioners in written form as prescribed by the Elections Commissioners. The Parliamentarian shall oversee the ballot counting process.

E. Treasurer

- i. The duties of the Treasurer shall be to aid in the selection of BAC members as outlined in Section II, D and to enforce the duties and responsibilities of members as outlined in Section 2, C.
- ii. The Treasurer shall begin his/her tenure by arranging to meet with the Director of CLSI or an appointee to discuss the overall functions and processes of the BAC.
  - a. The Treasurer shall work with the Director of CLSI or an appointee to design and initiate a training program for the members of the BAC at the beginning of each semester.
  - b. A "Treasurer's Handbook" and a "BAC Member Handbook" shall be maintained for the purposes of aiding those persons.
    1. Such handbooks shall be considered '*unofficial guides.*' They should be written to reflect the bylaws explicitly or to offer suggestions; anything stated in such handbooks need not be followed unless it is also contained in the SGA Constitution or Bylaws. The only official guidelines and procedures for the BAC shall be the SGA Constitution and the Bylaws of the BAC.
- iii. The Treasurer shall be a non-voting chair of the BAC.

- a. If a member of the BAC is absent the Treasurer shall cast the seventh vote.
- iv. The Treasurer shall ensure that the procedures of the BAC are followed as described in Section 3.
- v. The Treasurer shall *never* allocate funds in any way outside of the processes described in the SGA Constitution and Bylaws of the BAC.
- vi. If extenuating circumstances arise, the Treasurer may request an unscheduled meeting of the BAC to consider a request. The rules of Procedure as outlined in Section 3 shall still apply. Additionally, the Treasurer may utilize 'e-mail' in order to poll the BAC members for a request. This clause should be utilized with restraint.

### Section 3: Procedure

#### A. Yearly Budget Requests

- i. Groups that receive percent allocations must submit semester budgets for their expenditures (e.g. Maroon News, CUTV, WRCU, COVE, Class Councils, SGA Operating Account, SPW, Dancefest, SA Sound, and Student Travel Agency).
- ii. The Treasurer shall carefully keep and maintain a history of which groups have received yearly budgets and the amount (in dollars) they have received.
- iii. Towards the end of each academic year, the Treasurer shall call a *special meeting* whose purpose shall be to evaluate yearly budget requests.
  - a. All groups requesting a yearly budget shall be required to submit an outline of their justifications for doing so, along with their anticipated needs and expenses.
  - b. The BAC shall evaluate the request.
    - 1. If the BAC feels the request overestimates expenditures or that a yearly budget is unnecessary for a group, the BAC shall meet with the group in order to discuss their concerns.
    - 2. The BAC shall use the procedures described in the remainder of Section 3 to approve or deny any portion of a request.

#### B. Requests for Funding

- i. Requests for funding must be submitted prior to the weekly deadline established by the Treasurer at the beginning of each semester.
- ii. Upon receipt, the Treasurer shall verify that the groups submitting requests are SGA approved groups and that they are currently eligible to receive funds per SGA guidelines and requirements.
- iii. Upon verification, the Treasurer shall distribute copies of the requests to the BAC no later than twenty-four hours before the BAC meeting time.

#### C. Guidelines for Funding.

In order to be funded, a request must fall within the following guidelines:

- i. The submission must be from an SGA-recognized group. That group must have a constitution on file and be eligible for funding as stipulated by the SGA.
- ii. The BAC can never provide funds for:
  - a. alcohol;
  - b. events that have already occurred or been advertised as certainly occurring.
  - c. events to take place within two weeks of the BAC meeting date;
  - d. events specifically for a non-SGA-approved group regardless of its affiliation or relationship to an SGA-approved group (an SGA-approved group cannot provide an 'umbrella' for which individual non-SGA-approved organizations may seek funding);
  - e. events neither open to nor benefiting, all Colgate students.
- iii. The BAC supports:
  - a. events open to the Colgate student body;
  - b. projects and services designed to benefit the Colgate community. Trips and conferences for group members can be supported if they can be shown to later aid and/or affect the overall Colgate community;
  - c. necessary and essential supplies to aid groups in achieving either (a) or (b).
- iv. Other factors the BAC should take into account:
  - a. That the request furthers the SGA organization's mission as outlined in their constitution. The BAC is not convened to express likes or dislikes towards requests/events but rather to determine eligibility and practicality;
  - b. The organization's past programming and fiscal responsibility. Specifically, its ability to follow through on its recent events/projects as described in their proposals;
  - c. The amount of funds an organization has been allocated recently and/or how many events an organization has sponsored or plans to sponsor in a given semester;
  - d. The BAC should recognize contractual obligations. If an event requested is of a contractual nature the BAC should recognize the need to approve funds for contractual obligations (e.g. rider, required meals, lodging, travel expenses) along with the proposal if deemed appropriate;
  - e. The advantages present in collaboration;
  - f. To have a successful event, a reasonable allocation of funds should be given, if requested, in order to provide for advertising. To eliminate all advertising funds is to limit the success of the event.
- v. The Treasurer shall be responsible for informing the Presidents (or Treasurers as appropriate) of SGA-approved organizations of the guidelines for funding (Section 3, C) at the start of each semester. The Treasurer shall also post the guidelines in proximity to the location of the BAC Funding Request Forms.

#### D. Meetings

- i. Meetings shall be held weekly and *must* commence within two weeks of the start of each academic semester.
- ii. The last two meetings of each semester shall accept proposals for funds pertaining to the subsequent academic semester.
- iii. Quorum for BAC meetings shall be six members and the Treasurer.
  - a. If quorum cannot be met the meeting shall be postponed.
  - b. If a member is absent, the Treasurer shall cast the seventh vote.
- iv. BAC members will review proposals before meeting with the applicants.
- v. Once the applicants have arrived, introductions will be made and the representatives will be asked to make the case for their request.
  - a. BAC members are to engage in a *respectful* and *courteous* dialogue with the representative(s) to ensure funding is appropriate as stipulated in Section 3, C prior and to obtain a clearer understanding of the proposal and its function.
- vi. Upon verification that the proposal meets the Requirements for Funding outlined in Section 3, C, the BAC is charged with deciding if the event merits the amount of funds requested. The BAC may apportion any amount less than the requested amount as it deems fit.
  - a. If six of the seven BAC members are present and a three-three tie arises, the Treasurer shall cast the seventh vote.
  - b. Any event approved for more than seven percent of a given semester's budget by the BAC shall be automatically forwarded to Senate for a confirmation vote. A simple majority in Senate shall be required for confirmation.
- vii. Minutes must be kept during all meetings that convey the overall discussion on specific requests. The names of BAC members need not be attached to specific discussion points. The minutes shall be maintained by the Treasurer or his/her designated secretary. The minutes shall be released publicly to allow for overall transparency of the BAC process.

#### E. SGA Senate Officer Reports

- i. The Treasurer shall be charged with listing *all* groups which appeared before BAC since his/her last officer report. When listing the groups, the Treasurer shall announce the amount of funding requested and the amount of funding received as applicable.
- ii. The Treasurer shall outline the project and the justifications for the BAC's decision to approve an event that requires an allocation of over seven percent of a given semester's budget. The Senate shall be asked to confirm that decision by a simple majority vote. Failure to receive Senate confirmation shall take precedence over any prior BAC decisions.
- iii. The Senate-elected BAC member shall confirm the Treasurer's report of funding allocations.
- iv. The Senate-elected BAC member shall attend all Senate meetings.

#### F. Approval/Denial

- i. Upon approval of funding by the BAC (and SGA as applicable), the Treasurer shall inform the SGA group of the decision within two days and arrange for a transfer of funds.
  - a. Any group subsequently found to exceed its budget shall be responsible for covering the additional costs. Further punitive measures shall be determined by the SOC, Treasurer, and Director of CLSI or an appointee.
- ii. Upon approval or denial of funding by the BAC (or SGA as applicable), the Treasurer shall inform the SGA group of the decision within two days, provide the organization with a completed set form (to be created by the Treasurer and approved by the Senate at the beginning of the semester) explaining the reason for the approval/denial of funding, and relate the minutes of the meeting in order to convey how the decision was made.

#### Section 4: Amendment of Bylaws

Amendment to the bylaws shall be carried out in the Senate as described in *The Constitution of the Student Government Association of Colgate University*.

### **Article III: Election Procedures**

#### Section 1: Definition of Terms

“The Candidate,” means a person seeking office, by virtue of his or her qualifications according to this code and rules established hereunder as listed by the Elections Commissioners on the official ballot.

“The Campaign,” means urging the candidacy of, endorsing the candidacy of, aiding the candidacy of, or advertising the candidacy of any candidate.

A “Living Unit,” shall be defined as any University recognized residence.

#### Section 2: Senatorial and Class Council Election Procedures

##### A: Requirement for Candidacy

The candidate:

- i. Must properly complete a Student Government Association election petition;
- ii. Must plan to be in residence (on campus or in Hamilton, NY) for the duration of his or her term of office;
- iii. Senators that will be off campus for a semester are eligible to run for the term of one semester.
- iv. Must be a member of the class that he/she represents on class council or Senate;

##### B: Candidate Responsibilities

The Candidate shall:

- i. Be responsible for obtaining a petition and completing it;
- ii. Acquaint themselves with and abide by election guidelines, rules, and regulations;
- iii. Assume the office so declared by their petition if elected;
- iv. Supply verification for meeting election requirements;
- v. Maintain control and assume responsibility for all campaigning done on their behalf;
- vi. Turn in his/her petition with a 100-word statement (the position paper) to be made available by the Elections Commissioners to all voters prior to the elections.

#### C: Code of Conduct

##### The Candidates:

- i. Will conduct themselves in a manner consistent with the Colgate University Code of Conduct;
- ii. Shall be responsible for the actions of those persons acting on their behalf, including all members of their campaign staff;

#### D: Responsibilities of the Elections Commissioners

##### The Elections Commissioners shall:

- i. Agree, when appointed, not to campaign for or verbally support any candidate;
- ii. Not relinquish the right to vote;
- iii. Establish the time and procedures for casting votes;
- iv. Void any petition which does not fulfill the election code and regulations;
- v. Establish and publish all election deadlines and announce the final results;
- vi. Present the rules to the candidates and insure the adherence to all election rules;
- vii. Resign their post if they are a candidate in an election (the Student Government Association President, and the Vice-President will appoint a member of the Student Government Association to fill the vacancy at the earliest time);

#### E: Petitions

##### Each candidate shall:

- i. Complete a petition in order to be placed on the ballot. The information required is as follows: Name, position desired, box and telephone number, signature certifying that all the information is valid, that the candidate has obtained the required number of signatures, and that the candidate is knowledgeable of and will abide by the election rules.

- ii. Obtain 35 signatures from members of the candidate's class, of which no more than 15 can be obtained from each candidate's own living unit.
- iii. Return petitions to the Student Government Association office by the deadline established by the Elections Commissioners.

#### F: Schedules and Deadlines

For the purpose of maintaining uniform procedures, all elections will:

- i. Be announced, and publicized by the Elections Commissioners through all reasonable venues of student communication, at least a week prior to the voting date.
- ii. Have petitions available the day after the first announcement.
- iii. Have position papers due along with the petition, which will be due by the date established by the Elections Commissioners and not to exceed two weeks.
- iv. Be held on the Colgate Portal.

#### G: Ballots and Voting Procedures

The Elections Commissioners will:

- i. Establish the times of voting and will make public the candidate's position papers for the voters.
- ii. Ensure accurate verification of those persons voting.
- iii. Test and coordinate the electronic voting systems prior to the election.
- iv. List candidates on the ballot in alphabetical order (according to the last name of the candidate listed on the petition).
- v. Notify the candidates and campus of the results at the earliest time.
- vi. Make arrangements, in the event of a tie in a class council election, for a run-off to be held between the top two vote-getters in accordance with the customary rules and regulations governing all Student Government Association elections, except where specified, and shall take place the week following the general elections. Additionally, a run-off election will be held in the event that no candidate receives more than 5% of the total vote; this election will be run between the top two recipients of votes.
- vii. Make every effort to contact all members of the Student Government Association and record their vote during the election period.
- viii. Be permitted to adopt extraordinary rules and procedure when faced with prohibitive constraints of time, in consultation with the Parliamentarian.

#### H: Campaign Material

Candidates:

- i. May publicize themselves within methods permitted by the established campaigning rules and University regulations.

- ii. Are responsible for informing those acting on their behalf as to the content of these campaign rules.
- iii. Must abide by campus policy that advertising is first come first serve. Posters advertising campus events or another's candidacy must not be covered or torn down.
- iv. Are reminded that "campaigning" is promoting one's name as specified in Article I. Violation of this rule will result in the disqualification for that day's votes cast for that candidate.
- v. Are not allowed to send unsolicited electronic messages.
- vi. May send electronic messages only to groups that individuals have joined with the explicit understanding that they may receive this material.
- vii. The Election Commissioners reserve the right to respond to complaints regarding the content of campaign material, and after consultation with the Parliamentarian, may request that candidates remove the content in question. Failure to comply will result in removal from the ballot.

#### I: Penalties and Appeals

The process for penalties and appeals is as follows:

- i. Any member of the Student Government Association may lodge a complaint in reference to violations in these procedures.
- ii. Written complaints must be submitted to the Elections Commissioners no later than 48 hours after the closing of the polls.
- iii. Complaints will be rectified by Elections Commissioners, in consultation with the Parliamentarian. They will decide the validity of the complaint and try to rectify the situation.
- iv. If the problem remains unresolved, the Senate will be the final arbitrator.
- v. For violations of the elections procedures by a candidate, the Elections Commissioners, in consultation with the Parliamentarian, may remove the candidate from the ballot or deduct a percentage of a candidate's vote, depending on the situation in question.
- vi. Failure to hand in required materials by the appointed deadlines will prohibit the candidate from-being listed on the ballot.
- vii. Any candidate may request a recount when the election is decided by a margin of less than five percent of the votes cast, if the election is not held electronically.
- viii. The Elections Commissioners shall ensure that any penalties incurred during the original elections will be carried over to the run-off election.

### Section 3: Presidential and Vice-Presidential Election Procedures

#### A: Requirement for Candidacy

The candidate:

- i. Must properly complete a Student Government Association election

- petition.
- ii. Must plan to be in residence (on campus or in Hamilton, NY) for the duration of his or her term
- iii. May not serve in more than one office within Legislature.

B. Eligibility of the Presidential/Vice-Presidential Ticket:

- i. At least one member of each Presidential ticket must have served on the Legislature or as an officer of the Student Government Association for at least one semester for the ticket to be eligible for candidacy.

C: Candidate Responsibilities

The Candidate shall:

- i. Be responsible for obtaining a petition and completing it.
- ii. Acquaint themselves with and abide by election guidelines, rules, and regulations.
- iii. Designate an official contact within the ticket to liaise with the Elections Commissioners and the Leadership.
- iv. Assume the office so declared by their petition if elected.
- v. Supply verification for meeting election requirements.
- vi. Turn in his/her petition with a 150-word statement (the position paper) to be made available by the Elections Commissioners to all voters on the day of elections.

D: Code of Conduct

The Candidates:

- i. Will conduct themselves in a manner consistent with the Colgate University Code of Conduct.
- ii. Shall be responsible for the actions of those persons acting on their behalf during the course of their campaign.
- iii. Shall understand that all gifts and/or provided services of monetary value from any person(s) not currently enrolled at Colgate University will be included in the total amount of expenditures for a campaign.
- iv. Notify the Elections Commissioners of any campaign services to be performed by current Colgate Students. Failure to notify the Elections Commissioners may be grounds for penalties as listed in Article XI. These donated services must be made public to the Student Government Association.

E. Miscellaneous Items:

- i. Senators and elected and/or appointed officials may not advocate for a specific

candidate in their official function. They may, however, participate in a campaign as long as they identify as being agents acting on behalf of a candidate.

#### F: Responsibilities of the Elections Commissioners

- i. The Elections Commissioners shall:
- ii. 1. Not campaign for or verbally support any candidate, but shall not relinquish the right to vote.
- iii. Establish the hours and procedures for casting votes.
- iv. Void any petition which does not fulfill the election code and regulations.
- v. Establish and publish all election deadlines and announce the final results.
- vi. Present the rules to the candidates and insure the adherence to all election rules.
- vii. In consultation with the BAC treasurer, facilitate and determine the campaign spending limit.
- viii. Collect campaign receipts and arrange for candidates to be reimbursed by the Student Government Association.
- ix. Resign their post if they are a candidate in an election (the Student Government Association President, and the Vice-President will appoint a member of the Student Government Association to fill the vacancy at the earliest time).

#### G: The Student Government Association Presidential/Vice Presidential Ticket

- i. The Student Government Association President and Vice-President will be elected together on the same ticket.
- ii. To establish a ticket:
  - a. The Elections Commissioners shall hold an information session for all interested parties for either the President or Vice-President positions before the 28<sup>th</sup> of February. At this meeting, candidates may announce their ticket.
  - b. The Elections Commissioners shall hold another information session during the first week of March at which time petitions are distributed to candidates and tickets are officially declared.
- iii. All other requirements stated in Article III shall be applied to the ticket.

#### H: Petitions

- i. 1. Each candidate must complete a petition in order to be placed on the ballot. The information required is as follows: Name, position desired, box and telephone number, signature certifying that all the information is valid, that the candidate has obtained the required number of signatures, and that the candidate is knowledgeable of and will abide by the election rules.
- ii. Candidates for Student Government Association President and Vice-President must obtain 150 signatures from Colgate Student Government Association members, of which no more than 15 can be obtained from each candidate's own living unit.

- iii. A living unit shall be defined as any University recognized residence. Petitions must be returned to the Student Government Association office by the deadline established by the Elections Commissioners.

#### I: Schedules and Deadlines

- i. All elections will be announced, and publicized by the Elections Commissioners through all reasonable venues of student communication, at least a week prior to the voting date.
- ii. Petitions will be available the day after the first meeting in March.
- iii. The position paper will be due along with the petition, which will be due by the date established by the Elections Commissioners and not to exceed two weeks.
- iv. Failure to hand in required materials by the appointed deadlines will prohibit the candidate from being listed on the ballot.
- v. There will be a meeting with candidates as soon as possible following the deadline for the submission of the petition and the position paper.
- vi. Voting will span a two-day period to be determined by the Elections Commissioners. The Student Government Association President and Vice-Presidential election process will begin in the second week prior to spring term-recess.
- vii. Information sessions or debates will be scheduled by the Elections Commissioners after consultation with the candidates.

#### J: Ballots and Voting Procedures

- i. The Elections Commissioner will establish the times of voting and will make public the candidate's position papers for the voters.
- ii. The Commissioners shall insure accurate verification of those persons voting.
- iii. Unless otherwise specified by the Elections Commissioner, voting will take place electronically.
- iv. The candidates will be listed on the ballot in alphabetical order (according to the name of the candidate listed on the petition). In the President/Vice-President contests, the last name of the presidential candidates shall determine the listing.
- v. Tabulation will take place the evening of the last day of voting and the candidates will be notified of the results at the earliest time.
- vi. In the event of a tie, a run-off will be held between the top two vote-getters. Any penalties incurred during the original elections will be carried over to the run-off election.
- vii. Members of the Student Government Association who are off-campus for the election shall be sent the candidates' position papers and shall be contacted as soon as all the petitions have been collected. Every effort shall be made to contact the interested parties and record their voted by the day of elections.
- viii. Regular election procedures should be carried out unless the constraints of time force the Election Commissioners, in consultation with other officers of the Student Government Association, to adopt extraordinary rules and procedure.

## K: Campaign Material

- i. Candidates may publicize themselves within methods permitted by the established campaigning rules and University regulations.
- ii. Candidates are responsible for informing those acting on their behalf during the campaign as to the content of these campaign rules.
- iii. Posting information on campus is first come first serve. Posters advertising campus events or another's candidacy must not be covered or torn down.
- iv. Candidates are reminded that "campaigning" is promoting one's name as specified in Article I. Violation of this rule will result in the disqualification for that day's votes cast for that candidate.
- v. Candidates are not allowed to send unsolicited electronic messages regarding their campaign.
- vi. Electronic messages may only be distributed to groups that individuals have joined with the explicit understanding that they may receive this material.
- vii. Candidates are allowed to send one campus distribution email via the Elections Commissioner.
- viii. The Election Commissioners reserve the right to respond to complaints regarding the content of campaign material, and after consultation with the Leadership, may request that candidates remove the content in question. Failure to comply will result in removal from the ballot.

## L: Violations

- i. For violations of the elections procedures by a candidate or those acting on his or her behalf, the Elections Commissioners, in consultation with the Parliamentarian, may take an appropriate deduction of up to fifty percent of a candidate's funds, remove a candidate from the ballot, or deduct a percentage of a candidate's vote, depending on the situation in question.

## M: Appeals

- i. Any member of the Student Government Association may lodge a complaint in reference to violations in election procedures.
  - a. A written complaint may be submitted to the Elections Commissioners until no later than 48 hours after the polls close.
  - b. The Leadership will decide the validity of the complaint and try to rectify the situation. If the problem remains unresolved, the Legislature will be the final arbitrator.
  - c. Should the complaint pertain to the activities of either or both of the Elections Commissioners, they shall recuse themselves from any discussions regarding the validity and/or rectification of the complaint.
- ii. For violations of the elections procedures by a candidate or those acting on his or her behalf, the Elections Commissioners, in consultation with the Parliamentarian, may take an appropriate deduction of up to fifty percent of a candidate's funds, remove a candidate from the ballot, or deduct a percentage of a candidate's vote,

- depending on the situation in question.
- iii. Any candidate may request a recount when the election is decided by a margin of less than three percent of the votes cast, if the election is not held electronically.

N: Miscellaneous Items

- i. The President of the University sits as an ex officio, voting member on all Boards and Committees.
- ii. The President of the Student Government Association is considered a permanent invited guest with speaking privileges at the Academic Affairs Board. In the absence of the President, the Vice-President of the Student Government Association is granted this status.
- iii. The Parliamentarian will resolve any disagreement between the Elections Commissioners.

Section 4: Speaker of the Senate, Parliamentarian, Liaison to Student Groups, and Treasurer  
Election Procedures

A: Speaker of the Senate

- i. The Elections Commissioners shall conduct an election for the Speaker at the first meeting of every semester.
- ii. Senators eligible for and interested in holding the position of Speaker shall come to Senate with prepared remarks.
- iii. A question and answer session will follow the prepared remarks, to be within a time limit set by the Parliamentarian.
- iv. The Senate and any member of the Association shall then begin debate on the candidates.
- v. Immediately after debate, each Senator shall submit his/her vote to the Elections Commissioners in written form as prescribed by the Elections Commissioners. The Parliamentarian shall oversee the ballot counting process.
- vi. The winner of the election shall preside over the remainder of the meeting.

B: Parliamentarian, Liaison, and Treasurer

- i. The Elections Commissioners shall conduct an election for the Parliamentarian, Liaison, and Treasurer prior to the end of the last Senate meeting of the year.
- ii. Candidates eligible for and interested in holding the position of Parliamentarian, Liaison, and Treasurer shall submit a written statement of no more than 150 words to the Elections Commissioners a week before the vote in Senate.
- iii. During the appropriate Senate meeting, each candidate will deliver his/her prepared remarks, to be within a time limit set by the Parliamentarian.
- iv. A question and answer session will follow the prepared remarks.

- v. The outgoing Parliamentarian, Liaison, and Treasurer can offer a formal recommendation of their desired replacement.
- vi. The Senate and any member of the Association shall then begin debate on the candidates.
- vii. Immediately after debate, each Senator shall submit his/her vote to the Elections Commissioners in written form as prescribed by the Elections Commissioners. The Parliamentarian shall oversee the ballot counting process.
  - a. In the case of an election for a Parliamentarian, the Speaker shall oversee the ballot counting process. If the Speaker is a candidate in the election, then a random Senator shall be chosen to oversee the ballot counting process.

## **Article V: Senate Attendance Policy**

### Section 1: Notification of absence

- A. If for some reason a Senator is unable to attend a Senate meeting, he/she must notify the Recording Secretary prior to the start of the meeting in question.
- B. If for some reason a Senator is unable to attend his/her designated Committee meeting, he/she must notify the Committee's Recording Secretary prior to the start of the meeting in question.
- C. The Senator must then locate another Senator or member of the Association to agree to proxy for him/her.
  - i. A Senator or member of the Association is only allowed to proxy for one Senator.
    - a. A member of the Leadership may not proxy, unless that member is a Senator.
  - ii. A proxy is defined as the assumption of the missing Senator's duties for the meeting in question.
- D. If the above conditions are met, then the corresponding Recording Secretary shall record that the Senator in question's absence is excused or a "proxy."

### Section 2: Acceptable amount of absences and sanctions

- A. During a given semester, if a Senator has accumulated a stated number of absences, he/she will be placed on probation.
  - i. Allowed absences: One unexcused absence and two proxies, two unexcused absences, or three proxies.
- E. If a Senator surpasses his/her allowed number of absences, then he/she shall be placed on probation.
- F. It is the job of the Recording Secretary to determine any breach of the Attendance Policy. If a Senator chooses to appeal the Recording Secretary's decision, then the case shall be referred to Parliamentarian for adjudication.

- G. The terms of probation are as follows: A suspension of his/her vote for a total of two weeks (not a suspension of speaking rights) and the probation will be made public knowledge and notification will be sent to all Senators.
- H. Further absences will result in a vote of expulsion from the Senate.
- I. Elections to replace the removed Senator will be conducted inline with Senate election bylaws.

## **Article VI: Student Task Forces**

### **Section 1: Basis for Approval of Student Task Force**

#### **A. Plan of Action**

- i. Each task force must write a plan of action in the manner set by SGA.
  - a. Plan of action updates including task force name must be submitted to the Student Organizations Committee (SOC) and approved by majority committee vote.
  - b. Any plan of action issues irresolvable by the SOC will then be sent to the Senate body for dispute.
- ii. The mission and goal of the task force must be clearly presented within the plan of action. The plan of action must also include a list of who is carrying out that mission, along with any leadership positions within the task force.
- iii. The plan of action must include a date of termination.

#### **B. Purpose**

- i. The task force must be beneficial and necessary to the enrichment of the Colgate community.
- ii. The task force must fill a unique niche within the Colgate community.
- iii. The task force must be open to anyone who wishes to participate.

#### **C. Registration Paperwork**

- i. Each task force must submit a Student Organization Recognition Information sheet, constitution, and petition of interest with fifteen (15) student signatures.

#### **D. Gaining Recognition**

- i. A representative from the task force must first meet with the Director or Assistant Director of CLSI and the SGA Liaison to ensure that their group's mission statement meets the above requirements.
  - a. The task forces must be willing and able to participate in required procedures for SGA-recognized groups. This includes submitting all required paperwork.
  - b. Task forces are encouraged to submit any and all meeting minutes and action plans to the Liaison to support recognition interest if applicable.

- ii. There must be a liaison from the task force present at the SOC meeting and Senate approval meeting to answer questions.
  - a. The task force is eligible to be reviewed and debated by the Senate one (1) week after SOC recommendation.

E. Senate Approval

- i. Each task force must be approved by a majority vote in the Senate.

F. Re-recognition

- i. The above process for gaining SGA recognition applies to any de-recognized task force looking to regain official recognition status. All paper work must be updated and re-submitted.

Section 2: Responsibilities of Student Task Force

A. Required Paperwork

- i. Task Forces are required to submit status reports to the Liaison promptly upon request of the student organizations committee.
- ii. Task Forces are responsible for submitting End of Mission Reports.
  - a. End of Mission Reports must include use of BAC funding, event and/or meeting activity. Task Forces can document issues or concerns about their task force, the SGA, the BAC, or CLSI in these reports.

B. Required Meetings

- i. Presidents and treasurers are encouraged to attend the first leader meeting of each semester.
- ii. Task Force leaders are strongly encouraged to meet with their CLSI advisor at least one (1) time throughout the course of a semester.

C. Sanctions

- i. Failure to submit any required paperwork will result in the revoking of official SGA recognition.
- ii. Any issues irresolvable by the SGA Liaison shall be sent to the SOC for dispute and voted on by the committee.

D. Revoking of SGA Recognition

- i. A task force shall be brought forth in front of the Student Organizations Committee to determine if they shall remain a SGA recognized group if:
  - a. They are found to be consistently delinquent in turning in required forms (status reports)
  - b. Misuse BAC funds (purchase of alcohol, misappropriation of allocated funds/purchase of unauthorized items etc.)
  - c. Become inactive for a year (two consecutive semesters). To be inactive is to not sponsor any events and/or have no meetings.

- ii. In order for a task force to have its recognition revoked, the Senate must approve by a majority vote.
- iii. Once a task force's recognition is revoked they immediately forfeit any BAC funds they have in their accounts and forfeit all rights that are gained through SGA recognition.

#### E. Appealing Bylaw Provisions

- i. Any task force may appeal decisions provided by these bylaws. Task forces have the right to approach the SOC with evidence to plead their case. Upon recommendation by the SOC, cases shall be brought to the Senate for final decisions to be determined by majority vote.

### Section 3: Privileges of Student Task Forces

#### A. SGA-Recognized Task Forces

- i. SGA-recognized task forces are those that have fulfilled the steps to gaining SGA approval and have been approved by a majority vote in the Student Senate.
- ii. SGA-recognized task forces have the following privileges:
  - a. Use of Colgate's name.
  - b. Use of Colgate's facilities, including the sponsoring or presenting of a public performance on Colgate property.
  - c. Use of Colgate vans.
  - d. Fundraising.
  - e. Use of the Colgate Print Shop.
  - f. Use of the CLSI copy machine for organization related business.
  - g. An email account.
  - h. Funding from the BAC and budget account, excluding slush funds.
  - i. First choice for Coop tables or tables at the Student Involvement Fair.

#### **NOTE:**

### **Excerpt of the Constitution of the Student Government Association of Colgate University**

#### **Article X: Amendments**

Amendments to the Constitution may be introduced and sponsored by Senators. Each requires a two-thirds vote by the Senate, not subject to veto by the President. A period of at least 13 days must pass between the introduction of the Amendment to the Constitution and the vote on that Amendment, during which time Senators may consult their respective constituencies and other members of the Association. Any amendments shall be dated and cited in this section of this Constitution.

A majority vote is required to make amendments to and to implement By-laws.