



Student Government Association
St. Olaf College

St. Olaf College
Student Government Association

Bylaws

As Revised May 2007

Article I – Student Government Association

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

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

Article II – Board of Regents Student Committee

Section A – Mission Statement

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

Section B – Membership

1. The BORSC Executive Committee
 - a. The Board of Regents Observer shall:
 1. Chair the Board of Regents Student Committee (BORSC).
 2. Serve as a liaison between the Board of Regents, the Senate and the student community.
 3. Report to the Senate on all Board of Regents meetings and make available the content of BORSC reports to the student body.
 4. Communicate student body concerns at Board meetings.
 5. Maintain a direct working relationship with the Board of Regents faculty observer.
 6. Oversee the publication of a monthly newsletter to the Regents.
 - b. The BORSC Executive Assistant shall:
 1. Keep minutes of all BORSC meetings.
 2. Oversee the BORSC budgets.
 3. Serve as a member of the SGA Finance Committee.
 4. Serve as an active member of a Senate subcommittee
 - c. The Public Relations Coordinators shall:
 1. Enhance campus awareness of BORSC and its events.
 2. Inform the student body of the content of BORSC reports and the response of the Board of Regents.
 3. Communicate with SGA Public Relations officers in order to effectively perform public relations responsibilities delineated above.
 - d. The Class Representatives and At-Large Member(s) shall:
 1. Facilitate communication between the committee and the students of their representative class.
 2. Serve on a senate subcommittee to further enhance awareness about issues and happenings on campus.

Section C – 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 SGA President and 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. Monthly Newsletter
 - a. Every member must contribute one article to the monthly newsletter, Hill Hype, in order to facilitate communication between happenings on campus and the Regents.
3. Reports
 - a. Every member must participate in the preparation and presentation of a report for each Board of Regents Meeting.
 - b. The reports shall be factually accurate and appropriately informative or persuasive, fairly examining student concerns, perceptions, and interests.
 - c. If appropriate, the report shall contain specific recommendations to the Regents for further investigation or action taken by the administration.
 - d. All proposals and agendas for the Board of Regents meetings shall be presented to the Senate. Senate discussion shall be taken under advisement by BORSC.
 - e. Dialogue with the administration regarding report development and Regent relations is desirable and encouraged.

Section D – Selection Guidelines

1. All committee members shall serve a term of one academic year, beginning May 1 of the year in which they are appointed.
2. BORSC executive committee members shall be selected through an application and interview process following the election of the Board of Regents Student

Observer in the spring. The interview committee shall consist of the Board of Regents Student Observer-elect and may include the SGA President-elect, SGA Vice-President-elect, or current Board of Regents Student Observer.

3. The first year representative will be chosen, in the same manner, the following fall.
4. The BORSC Observer shall have discretion over the number of members admitted to the committee. The committee composition should represent each of the class years and the At-Large members shall be included at the discretion of the Observer to enhance the representative nature of the committee.

Section E – Budgets

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

Section F – Meetings

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

Article III – Student Activities Committee

Section A – Powers

The Student Activities Committee (SAC) shall be devoted to organizing diverse events and activities that cater to the varied interests of St. Olaf students. The purpose of these events is to provide students an escape from academic pressure and to give them an opportunity to become involved in campus life. SAC provides entertaining, recreational, and educational experiences in social settings for students of all interests.

Section B – Membership

1. SAC executive committee
 - a. The Student Activities Coordinator shall:
 1. Chair the SAC executive committee.

2. Be responsible for the administration and coordination for the operations and policies of the SAC.
 3. Administer SGA Allocation monies assigned to the SAC budget in accordance with the SGA Constitution, these bylaws, and all other SGA financial guidelines.
 4. Select, through an application and interview process, SAC executive committee positions not provided for by election or some other appointed method.
 5. Maintain a direct working relationship with the Lion's Pause Coordinators.
- b. The chair of each of the five SAC standing subcommittees shall:
1. Meet regularly with the respective committee.
 2. Attend regular SAC executive committee meetings, with a maximum of two unexcused absences.
 3. Keep records of subcommittee events and expenses for future reference.
 4. Be responsible for spending monies allocated to the subcommittee.
- c. The SAC Financial Officer
1. Oversee SAC spending and budgets
 2. Serve as a member of the SGA Finance Committee
- d. The First-Year Representative shall:
1. Assist the committee and coordinator with any administrative work that needs to be done.
 2. Serve as a liaison between the committee and First-Year students while gaining a working knowledge of how the committee functions.
2. Subcommittee membership shall consist of student volunteers. Membership shall be open to all St. Olaf students.

Section C – Selection Guidelines

Standing subcommittee chairs shall be selected through an application and interview process following the election of the Student Activities Coordinator in the spring. The interview committee shall consist of the Student Activities Coordinator-elect, the SAC staff advisor, and the chair of the specific subcommittee. The SAC Advisor may participate in the selection process as necessary; however, all final decisions shall be made by the Student Activities Coordinator-elect and the SAC Advisor.

Section D – Budgets

The Student Activities Coordinator shall administer the SAC budget.

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

Section E – Meetings

1. SAC executive committee
 - a. The SAC executive committee shall meet no less than twice monthly.
 - b. Each SAC subcommittee chair shall be responsible for finding a proxy when he/she is unable to attend a meeting.
2. Standing Subcommittees
 - a. The meetings of the standing subcommittees shall be determined by each respective subcommittee chair.

Section F – Standing Subcommittees

1. Banquets – This subcommittee shall coordinate four parent/student banquets throughout the year.
2. Ole Traditions – This subcommittee shall coordinate Homecoming and President's Ball.
3. Senior Week – This subcommittee shall coordinate official Senior Week events.
4. Off Campus – This subcommittee shall work towards the enrichment of campus life, i.e. art performances, trips to programs in the Twin Cities, and sporting events.
5. Special Events – This subcommittee shall plan special events during Week One: First Year Orientation Week and to fill programming gaps during the year – these

- events include but are not limited to comedians, hypnotists and magicians.
6. Publicity – The publicity subcommittee shall be responsible for posters, and pamphlets advertising SAC events, the SAC events e-mail alias, and other SAC publicity.
 7. Movies – This subcommittee selects and organizes the movies of weekend showing in the Viking Theater.

2. Attend multicultural group meetings as necessary or invited.
3. Maintain a working relationship with the Director of Multicultural Student Services in order to further communication between MCSS and PAC.
- c. The PAC Financial Officer
 1. Oversee SAC spending and budgets
 2. Serve as a member of the SGA Finance Committee

Article IV – Political Awareness Committee

Section A – Powers

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

Section B – Membership

1. PAC executive committee
 - a. The Political Awareness Coordinator shall:
 1. Chair the PAC executive committee.
 2. Be responsible for the administration and coordination for the operations and policies of the PAC.
 3. Administer SGA Allocation monies assigned to the PAC budget in accordance with the SGA Constitution, these bylaws and all other SGA financial guidelines.
 4. Select, through an application and interview process, PAC executive committee positions not provided for by election or some other appointed method.
 - b. The Multicultural Liaison shall:
 1. Serve as PAC's liaison with organizations and committees addressing multicultural issues, special weeks, months, etc.

Section C – Selection Guidelines

1. PAC executive committee members shall be selected through an application and interview process following the election of the Political Awareness Coordinator in the spring. The interview committee shall consist of the Political Awareness Coordinator-elect and the PAC Advisor.
2. The Political Awareness Coordinator shall appoint the Political Awareness Executive Committee based on the following guidelines:
 - a. The committee shall have no fewer than six other members.
 - b. The coordinator will consult with the former PAC Coordinator to be advised on committee planning.
 - c. Each appointee will have a clear and defined goal.
 - d. The coordinator will make every effort to appoint at least one person from each St. Olaf graduating class.
 - e. The committee must be presented and approved by the SGA Student Senate at the beginning of each school year.

Section D – Budget

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

Section E – Meetings

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

Article V – Student Organizations Committee

Section A – Powers

The Student Organizations Committee (SOC) shall act as a vehicle for enhancement of communication and interaction between the SGA, student organizations, the college administration, and the student body. It shall assist in encouraging organizations to take advantage of St. Olaf resources and facilities. The SOC will strive to promote student involvement in organizations, further enhancing their education and leadership skills. The SOC shall have the authority to oversee the recognition and funding procedures and to allocate student organization monies (both for operational uses and special events) as assigned from the SGA Allocation. Finally, the SOC shall maintain and staff the Student Organizations Resource Center (SORC).

Section B – Membership

All members of the SOC Committee shall:

1. Attend SOC meetings.
 2. Help with all SOC Programs.
1. The SOC Coordinator shall:
 - a. Chair the Student Organization Committee
 - b. Maintain the Student Organizations Database
 - c. Maintain communication with all funded groups to assure that the policies and procedures of St. Olaf College, SGA and SOC are understood and followed
 - d. Be responsible for all sanctions given to individual groups
 - e. Oversee transfer of allocated SGA funds to designated SOC recognized organizations
 - f. Maintain a working relationship with SGA Financial Officer
 2. The Executive Assistant shall:
 - a. Keep and distribute minutes of all SOC meetings

- b. Aid SOC coordinator in maintaining contact with student organizations and coordinating SOC programs
 - d. Assist the SOC Coordinator in maintaining the SOC Budget and other tasks that may require assistance
3. The SORC Manager shall:
 - a. Maintain SORC materials for use by organizations
 - b. Publicize all SOC programs; namely the Fall Co-Curricular Fair and Lutefest in the spring
 - c. Help the SOC Coordinator determine the rules and regulations of the SORC and post these rules so they are visible to students using the SORC
 4. The Organization Representatives shall:
 - a. Inform organization leader(s) of SOC decisions regarding funding and organization recognition
 - b. Bring organization concerns to SOC
 5. The First Year Representative shall:
 - a. Serve on SOC subcommittees as needed
 - b. Communicate with organizations, such as notifying them of SOC decisions, as needed
 - c. Serve as the liaison between the committee and First-Year students while gaining a working knowledge of how the committee functions
 6. Student Organization Leaders shall:
 - a. Observe all SOC and SORC policies
 - b. Use SOC allocated monies in accordance with SGA policy, see Article IV of SOC Constitution
 - c. Attend a financial meeting once a year
 - d. Failure to abide by these guidelines could result in sanctions by SOC

Section C – Selection Guidelines

1. SOC members shall be selected through an application and interview process following the election of the Student Organizations Coordinator in the spring. The interview committee shall consist of the Student Organizations Coordinator-elect and the sitting SOC Coordinator. Each member of SOC and the Student

Organizations Committee Coordinator shall have one vote in the selection process.

Section D – Budgets

1. The Student Organizations Coordinator shall administer the SOC budget.
2. The SOC budget shall be subject to all rules and regulations of the SGA as outlined in these bylaws and the SGA policy manual.
3. The funding guidelines for student organizations shall be compiled in the SGA policy manual.
4. All funding decisions of SOC shall be reported to the Senate.

Section E – Student Organization Recognition

1. All SOC recognition decisions shall be reported to the Senate.
2. SOC shall be responsible for the administration of the recognition process.
3. The student organization recognition guidelines shall be compiled in the SGA policy manual.

Section F – Appeals

Any student organization may appeal sanctions that are imposed by SOC when such sanctions occur due to unforeseen circumstances beyond the control of the respective student organization. SOC reserves the right to uphold or repeal all sanctions. Any student organization may appeal a decision made by SOC to the Senate, which may override all SOC decisions with a two-thirds majority vote.

Section G – SORC Space Allocations

1. SOC will allocate storage space to all organizations on a first come, first served basis at the beginning of each academic school year.
2. There will be long-term and temporary storage options in the SORC. There will also be a designated space to store posters before and after tabling.
3. The SORC Manager will coordinate all short-term and long-term storage options and the Administrative Assistant in the

Office of Student Activities will distribute the keys.

4. There will be penalties for not turning in a key to a long-term or temporary storage unit by the due date.
5. SOC is not required to grant space to all applicants.
6. Organizations that use the SORC must observe all SORC policies and procedures as posted in the SORC. SOC reserves the right to specify which spaces are available for the organization to use.
7. Organizations must remove everything for their short-term storage space by the end of the year or it will be thrown away. All things stored in long-term spaces outside of the storage closet must be either removed, or moved to a bin in the closet for summer storage.
8. In the fall, each student organization must contact the SORC Manager to confirm that they would still like to have their current box stored in the SORC closet.
9. Failure to follow these guidelines may result in reallocation of space.

Article VI – Student Alumni Association

Section A – Powers

The Student Alumni Association (SAA) shall be devoted to facilitating and encouraging interaction and participation between the student body and alumni. The purpose of the SAA committee is to exist as a primary resource for coordinating and educating students in their building of community and relationship to the college. The SAA shall act as an advocacy committee for students and alums with ideas, concerns, and opportunities. The SAA shall also actively seek out opportunities for alumni and students to come together for social or educational events and organize those programs. The elected senator shall sit on the Alumni Board, relaying student thoughts and feelings, and actively participating in meetings.

Section B – Membership

1. The SAA Executive Committee:

- a. The Student Alumni Association Coordinator shall:
 1. Chair the Student Alumni Association (SAA).
 2. Be responsible for the administration and coordination of the operations and policies of the SAA.
 3. Maintain a direct working relationship with the Alumni and Parent Relations Office, Center for Experiential Learning, and the Office of Annual Giving.
 4. Maintain a direct line of communication with the Alumni Association Board of Directors.
 5. Attend all Alumni Board meetings (full board), interacting and presenting as necessary.
 6. Overlook the SAA budget along with the financial coordinator in accordance with SGA Constitution, the bylaws and all other SGA guidelines.
 7. Act as a link between all student organizations associated with the SAA.
- b. The SAA Financial Officer
 1. Oversee SAA spending and budgets
 2. Serve as a member of the SGA Finance Committee
- c. Public Relations Coordinator(s) shall:
 1. Work to increase awareness of the SAA among the St. Olaf community.
 2. Publicize SAA events and programs of offices affiliated with the SAA.
 3. Be responsible for contacting alumni, or other correspondence, when necessary or requested by the SAA Coordinator.
 4. Serve on the SGA Public Relations Committee and meet with the SGA PR Chair(s) when necessary.
- d. Members at large shall:
 1. Enhance awareness about SAA and its events on campus.

Section C – Selection Guidelines

1. All committee members shall serve a term of one academic year, beginning, when possible, with the spring meeting of the Alumni Board to assist in the transition process. The current SAA Coordinator and SAA Coordinator-Elect are both encouraged to be present at the spring Alumni Board meeting.
2. The SAA committee shall be determined in the fall according to what the SAA coordinator sees fit.. The following members will be selected by the SAA Coordinator via an application and/or interview process:
 - a. Public Relations Coordinator(s)
 - b. Financial Coordinator

Section D – Budget

1. The SAA Coordinator shall administer the SAA budget. Along with help from the Financial Coordinator.
2. The SAA shall be subject to all rules and regulations of the SGA as outlined in these bylaws and the SGA policy manual.

Section E – Meetings

1. The Student Alumni Association shall meet no less than two times per month.
2. The SAA Coordinator shall meet with a representative from the Alumni and Parent Relations Office no less than once per month, and other affiliated offices as necessary.

Article VII – Music Entertainment Committee

Section A – Powers

The Music Entertainment Committee (MEC) shall be devoted to organizing diverse concerts, music events, and other forms of music entertainment that cater to the varied interests of St. Olaf students. The purpose of these events is to provide students an escape from academic pressure and to give them an opportunity to become involved in campus life. MEC provides entertaining and recreational experiences, both in large and small venues, in social settings for students of all interests.

Section B—Membership

1. MEC executive committee

- a. The MEC Coordinator shall:
 - i. Chair the MEC executive committee.
 - ii. Be responsible for the administration and coordination of the operations and policies of MEC.
 - iii. Administer SGA Allocation monies assigned to the MEC Budget in accordance with the SGA Constitution, these bylaws, and all other SGA financial guidelines.
 - iv. Select, through an application and interview process, MEC executive committee positions.
 - v. Maintain a direct working relationship with Lion's Pause Coordinators.
 - vi. Post and maintain regular office hours, no less than five hours per week.
 - vii. Attend weekly MEC meetings.
 - b. The National Talent Scout shall:
 - i. Research national band and artists.
 - ii. Investigate touring trends through the Midwest/Minnesota.
 - iii. Collaborate with the Coordinator and Special Events Coordinator to plan Fall Concert, Spring Concert, and Lutefest.
 - iv. Book, host, and coordinate national shows.
 - v. Attend weekly MEC meetings.
 - c. The Regional Talent Scout shall:
 - i. Research acts from Minneapolis/St. Paul and the surrounding region.
 - ii. Book, host, and coordinate regional shows.
 - iii. Attend weekly MEC meetings.
 - d. The Campus Band Coordinator shall:
 - i. Update and maintain the Campus Band Anthology.
 - ii. Gather campus band information periodically throughout the year.
 - iii. Serve as a liaison and spokesperson for campus bands to MEC.
 - iv. Book, host, and coordinate campus band shows.
 - v. Attend weekly MEC meetings.
 - e. The Lair Coordinator shall:
 - i. Program the Lair by booking, hosting, and coordinating weekly shows in the Lair.
 - ii. Research a variety of small, local artists.
 - iii. Attend weekly MEC meetings.
 - f. The Pause Liaison shall:
 - i. Attend weekly Pause meetings.
 - ii. Attend weekly MEC meetings.
 - iii. Update both the MEC and the Pause on both committees' activities, especially upcoming concerts in the Pause.
 - iv. Maintain a direct working relationship with the Lion's Pause Coordinators.
 - g. The Special Events Coordinator shall:
 - i. Plan and coordinate music related events beyond entirely concert programming.
 - ii. Maintain a working relationship with the Special Events Coordinators from all SGA branches to coordinate joint programming.
 - iii. Collaborate with the Coordinator and National Talent Scout to plan Fall Concert, Spring Concert, and Lutefest.
 - iv. Attend weekly MEC meetings.
 - h. The Financial Officer shall:
 - i. Oversee MEC spending budgets.
 - ii. Manage with the Coordinator the line items for the MEC budget.
 - iii. Provide a monthly budget update to the MEC at weekly meetings.
 - iv. Attend weekly MEC meetings.
 - i. The Public Relations Coordinators shall:
 - i. Create and maintain MEC publicity material.
 - ii. Work to increase community awareness of MEC events.
 - iii. Seek student input on band/artists selected by MEC.
 - iv. Attend weekly MEC meetings.
- ### 2. The Members at Large shall:
- a. Be active members of MEC, its events, and activities.
 - b. Seek input of student body for band/artist selection.
 - c. Represent the various musical tastes of the campus.
 - d. Plan and host events as needed, ie Open Mic Nights.
 - e. Attend weekly MEC meetings.

- i. The Photographer shall:
 1. Attend all MEC events and photograph the artist and audience.
 2. Print and frame worthy photos to be displayed in the Pause.
 3. Upload photos to various MEC websites.
- ii. The Historian shall:
 1. Maintain an accurate and up-to-date account of all MEC activities.
 2. Record minutes at MEC meetings.

Section C – Selection Guidelines

1. MEC executive committee members shall be selected through an application and interview process following the election of the Music Entertainment Coordinator in the spring.
2. MEC Members-at-large shall be selected through an application process following the election of the Music Entertainment Coordinator in the spring.
3. The Music Entertainment Coordinator shall appoint the Music Entertainment Executive Committee and members-at-large based on the following guidelines:
 - a. The coordinator will consult with the former MEC Coordinator to be advised on committee planning.
 - b. Each appointee will have a clear and defined goal.
 - c. The coordinator will make every effort to appoint at least one person from each St. Olaf graduating class.
 - d. The coordinator will make every effort to appoint a diverse committee representing various musical tastes.

Section D – Budget

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

Section E – Meetings

1. MEC executive committee shall meet no less than twice monthly, and upon the discretion of the MEC Coordinator

Article VIII – Lion’s Pause

Section A – Powers

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

Section B – Officers

The Lion’s Pause Coordinators shall:

1. Chair the Lion’s Pause Executive committee.
2. Be responsible for the administration and coordination of the operations and policies of the Lion’s Pause and Lion’s Lair.
3. Administer SGA Allocation monies assigned to the Lion’s Pause budget and earned through the Lion’s Pause operations in accordance with the SGA Constitution, these bylaws and all other financial guidelines.
4. With the assistance of the Lion’s Pause executive committee, prepare for the Senate an in-depth financial report of the Pause kitchen no less than once per semester. Such reports shall contain an itemized summary of the expenses and revenues of the Pause kitchen, including sales figures and profit/cost analysis for each menu item.
5. If two candidates have been elected jointly as Lion’s Pause Coordinators, only one coordinator needs to attend Senate meetings weekly and this person will have one vote.
6. Select, through an application and interview process, Lion’s Pause executive committee positions not provided for by election or some other appointed method as noted in these bylaws.
7. Maintain a direct working relationship with the Student Activities Coordinator.
8. The Lion’s Pause shall hire students for the Lion’s Pause Executive positions according to the current needs of the Lion’s Pause Facility. The executive

officers must be eligible for work study. These Officers shall follow position guidelines in the Pause Executive Manual.

Section C – Selection Guidelines

1. Pause executive committee members shall be selected through an application and interview process following the election of the Lion's Pause Coordinator(s) in the spring. The interview committee shall consist of the Lion's Pause Coordinator(s)-elect and the Pause advisor.
2. Executives are permitted to apply for an executive position in consecutive years under stipulations created by the Lion's Pause Coordinator(s)-elect and the Pause advisor.
3. For further regulations see the St. Olaf Student Handbook.

Section D – Budgets

1. The Lion's Pause Coordinator(s) shall administer the Pause budget.
2. The Pause budget shall be subject to all rules and regulations of the SGA as outlined in these bylaws and the policy manual.
3. The Lion's Pause shall issue checks internally and maintain an account similar to the Student Government Association's checking account.
4. On August 31 each year, the Lion's Pause will be required to show a minimum balance in accordance with bank policy.
5. At the end of the fiscal year, the Pause will retain up to 30,000 dollars for the use of start up costs for the following year as well as inner-Pause capital improvements. Remaining money will be returned to the general SGA fund. To begin in 2005-2006 fiscal year.

Section E – Meetings

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

Article IX – Volunteer Network

Section A – Powers

The Volunteer Network (VN) shall provide a variety of volunteer opportunities for St. Olaf students to serve Northfield and surrounding communities. Individuals/groups benefiting from the services provided may include the elderly, the young adults, students, and mentally and physically challenged, as well as other members of the community.

Section B – Membership

1. VN Executive Committee
 - a. The Volunteer Network Coordinator shall:
 1. Chair the VN executive committee.
 2. Be responsible for the administration and coordinator of the operations and policies of the VN.
 3. Administer SGA Allocation monies allocated to the VN budget in accordance with the SGA Constitution, these bylaws, and all other SGA financial guidelines.
 4. Select, through an application and interview process, VN executive committee positions in the spring of the previous year (except the first-year representative).
 5. Create the VN booklet.
 6. Contact the future Honor House presidents in the spring of the previous year to outline the benefits and responsibilities of being a part of the Volunteer Network.
 7. Post and maintain regular office hours, not less than five hours per week.
 - b. The Assistant Coordinator shall:
 1. Create the program director manual.
 2. Preside with the Program Director Coordinator at all VN extended meetings.

3. Handle all incoming inquires and distribute them to the appropriate committee members.
 4. Assist the Committee as needed.
 5. Log in half of the log sheets collected from the Program Directors each month.
 6. Post and maintain regular office hours, not less than one hour per week.
- c. The VN Financial Officer
1. Oversee VN spending and budgets
 2. Serve as a member of the SGA Finance Committee
- d. The Volunteer Network Special Projects Coordinator shall:
7. Recruit and chair the Special Projects committee in accordance with these bylaws.
 8. Collect and record the hours served by volunteers at special project events.
 9. Post and maintain regular office hours, not less than one hour per week.
- f. The Transportation Coordinator shall:
1. Coordinate transportation for VN programs and honor house programs.
 2. Maintain current lists of students eligible to drive the St. Olaf College vehicles.
 3. Keep track of volunteer mileage and reimbursement.
 4. Maintain and distribute transit tokens for volunteers.
 5. Post and maintain regular office hours, not less than one hour per week.
- g. The Public Relations Coordinator shall:
1. Work to increase community awareness of volunteerism sponsored through the VN both on and off campus.
 2. Provide articles for the Manitou Messenger once a semester.
3. Publicize VN events and accomplishments in the Caf Flyer at least once a month.
4. Coordinate Volunteer Recognition Day in the spring.
5. Meet once per month with the SGA Public Relations Committee.
6. Post and maintain regular office hours, not less than one hour per week.
- h. The Program Director Coordinator shall:
1. Meet with each Program Director and Honor House Representative once a semester.
 2. Log in half of the log sheets collected from Program Directors each month.
 3. Preside with the Assistant Coordinate at all VN extended meetings.
 4. Provide the VN Coordinator and Staff Advisor with the current volunteer enrollment and hours logged in December and May.
 5. Maintain close contact with the Financial and Transportation Coordinator to notify him/her of any transportation problems that the volunteer programs are having.
 6. Support the new programs in their initial development and make sure they are functioning smoothly.
 7. Serve on the Development Committee.
 8. Post and maintain regular office hours, not less than one hour per week.
- i. The Development and Service Learning Coordinator shall:
1. Recruit and chair the Development Committee in accordance with these bylaws.
 2. Work closely with the VN Coordinator and Program Coordinator to assess the progress of the VN programs.
 3. Keep in touch with volunteer interests and community needs.

4. Maintain a connection with the Center for Experiential Learning.
5. Post and maintain regular office hours, no less than one hour per week.
- j. The First Year Representative shall:
 1. Assist the committee and coordinator with any administrative work that needs to be done.
 2. Serve as the liaison between the committee and First-Year students while gaining a working knowledge of how the committee functions.
 3. Coordinate the Fall and Spring Highway Clean-up events with Carleton.
 4. Assist the Assistant Coordinator and Program Director Coordinator with logging volunteer hours.
 5. Evaluate the effectiveness of VN's outreach to the first year students.
 6. Keep and distribute minutes of all VN executive meetings.
 7. Post and maintain regular office hours, not less than one hour per week.
4. Volunteer Network Program Directors and Honor House Representatives.
 - a. Program Directors shall:
 1. Recruit, train, and support volunteers.
 2. Attend VN extended meetings or find a proxy to represent the program. After three (3) absences, the program's director's position shall be reevaluated and possibly terminated.
 3. Attend or send a representative to the Fall and Spring Volunteer Network Fairs. Attendance is mandatory.
 4. Maintain a working relationship with the VN Program Coordinator.
 5. Promote and evaluate the program.
 - b. All honor houses shall be offered membership into the VN in the spring of the preceding year. Those houses accepting membership shall be treated in an equal manner with other VN programs.
 1. Such honor house presidents shall appoint a member of the house to act as liaison to the VN.
 2. This representative shall:
 - a. Work with members of the honor house to recruit, train and support volunteers.
 - b. Attend VN extended meetings or find a proxy to represent the honor house program. After three (3) absences, the honor house's membership in the VN shall be subject to termination.
 - c. Attend or send a representative to the Fall and Spring Volunteer Network Fairs. Attendance is mandatory.
 - d. Maintain a working relationship with the VN Program Coordinator.
 - e. Work with the members of the honor house to promote and evaluate the program.
 - f. Recruit a suitable replacement program leader for the following year, if applicable.
6. Recruit a suitable replacement program director for the following year.
7. Record names and service hours for all volunteers on log sheets (and turn them in once a month).
5. The Special Projects Committee shall:
 - a. Coordinate the Special Projects, a minimum of two per month.
 - b. Coordinate Volunteer Day in the spring.
6. The Development Committee shall:
 - a. Keep abreast of student interests regarding volunteer programs that the Volunteer Network currently does not provide.

- b. Develop at least two new programs per semester and appoint program directors as needed.
 - c. Evaluate at least two existing programs per semester.
7. Volunteer Network Members
- a. Any individual that feels the need to serve others is encouraged to become a volunteer of the Volunteer Network.

Section C – Selection and Guidelines

- 1. VN executive committee members shall be selected through an application and interview process following the election of the Volunteer Network Coordinator in the spring of the previous year.
- 2. Program directors shall be recruited and trained by the previous program director or the Program Director Coordinator.
- 3. All program directors shall serve a term of one academic year, beginning September 1.

Section D – Budgets

The Volunteer Network Coordinator shall administer the VN budget, with the advice of the VN financial coordinator. The VN budget shall be subject to all rules and regulations of the SGA as outlined in these bylaws and the SGA policy manual.

Section E – Meetings

- 1. The VN executive committee shall meet no less than twice per month.
- 2. VN extended meetings shall take place at least three times per semester.
- 3. The Special Projects Committee, the Public Relations Committee, and the Development Committee shall meet no less than once a month.

Article X – Diversity Celebrations Committee

Section A – Powers

The Diversity Celebrations Committee (DCC) shall be devoted to organizing the campus’ various diversity celebrations. The purpose of these events is to provide students with exposure to diverse cultures and ethnicities

and celebrate these cultures. DCC provides entertaining and educational experiences that support St. Olaf College’s commitment to integrate global and multicultural perspectives.

Section B – Membership

- 1. DCC Executives
 - a. The Diversity Celebrations Coordinator shall:
 - 1. Chair the DCC.
 - 2. Be responsible for the administration and coordination of the operations and policies of the DCC.
 - 3. Administer SGA Allocation monies assigned to the DCC budget in accordance with the SGA Constitution, these bylaws and all other SGA financial guidelines.
 - 4. Select, through an application and interview process, DCC executive committee positions (Executive Assistant, Financial Officer, Public Relations Director, First-Year Representative) not provided for by election or some other appointed method.
 - 5. Maintain a direct working relationship with the Office of Multicultural Affairs and Community Outreach.
 - 6. Maintain a direct working relationship with the Student Activities Office.
 - 7. Act as or appoint a chair of a diversity celebration subcommittee if no corresponding student organization exists.
 - b. The DCC Executive Assistant shall:
 - 1. Keep minutes of all DCC meetings.
 - 2. Be responsible for collecting, distributing, and archiving celebration budget proposals and finalized budgets.
 - c. The DCC Financial Officer
 - 1. Oversee DCC spending and budgets

2. Serve as a member of the SGA Finance Committee.
 - d. The DCC Director of Public Relations shall:
 1. Create publicity for DCC celebrations.
 2. Submit DCC celebrations entries to campus event calendars.
 3. Maintain the PR budget.
 4. Serve on the SGA Public Relations committee.
 - e. The First Year Representative shall:
 1. Assist the executive committee with any administrative work as assigned.
 2. Serve as the liaison between the committee and First-Year students while gaining a working knowledge of how the committee functions.
 3. Serve on Women's History Month planning committee.
 - f. The DCC Coordinator-Elect shall:
 1. Attend remaining DCC meetings.
 2. Meet regularly with the current DCC coordinator during the spring of election.
2. Representatives
- a. The DCC Representatives shall:
 1. Consist of one representative from the following organizations:
 - a. Asian Cultures Association (ACA)
 - b. Cultural Union for Black Expression (CUBE)
 - c. Gay, Lesbian, or Whatever! (GLOW!)
 - d. Harambee
 - e. Hmong Culture Outreach (HCO)
 - f. International Student Organization (ISO)
 - g. Karibu
 - h. Presente
 - i. Talking Circle
 2. Regularly attend their respective organizations' meetings and meetings of DCC.
 - a. If necessary, a proxy may be sent with appropriate notice to the Coordinator.
 - b. Consecutive absences will result in a warning from the Coordinator and a meeting with the Advisor. Respective organization leadership will be notified.
 - c. At the request of the Advisor and Coordinator, a new representative may be selected for replacement by the respective organization. The new representative must be approved by the Advisor and Coordinator.
 3. Report to DCC on the progress of their respective organizations.
 4. Report DCC updates to their respective organizations.
 5. Work with their organization treasurer to draft budgets for celebrations and submit to Financial Officer before specified deadline.

Section C – Selection Guidelines

1. The DCC Executive Assistant, Financial Officer, Public Relations Director, and First-Year Representative shall be selected through an application and interview process following the election of the Diversity Celebrations Coordinator. The interview committee shall consist of the Diversity Celebrations Coordinator-elect, and the staff advisor from the Office of Multicultural Affairs and Community Outreach (MACO).
 - a. Failure to uphold duties will result in dismissal at the discretion of the Advisor and Coordinator.
2. The DCC organization representatives shall be elected by their respective organizations in the spring to serve on the DCC the following year.
3. To join DCC, a group must meet the criteria, apply, present their celebration proposal and be elected at the discretion of DCC. Once selected, the following year the group will have a representative following the same roles as the organization reps, will be allocated funding for the celebration for a one

week trial period and will then be re-evaluated by the end of the year.

Section D – Budgets

1. The Diversity Celebrations Coordinator shall administer the DCC budget.
2. The DCC budget shall be subject to all rules and regulations of the SGA as outlined in these bylaws and the SGA policy manual.
3. Budgets for each respective celebration must be submitted by the specified deadline.
4. Funds will be distributed based on a rough total number of weeks of each celebration. One-day celebrations will receive the same amount of money as week-long celebrations, and the length of celebrations is at the discretion of the rising DCC Executive Committee.
5. Unused funds from the allocated budget shall remain in or be returned to DCC's account.
6. The DCC may choose to fund events beyond the DCC celebrations if such funds exist and events will further the mission of the DCC.

Section E – Meetings

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

Section F – Meeting Procedure

1. All decisions shall be decided by a 2/3 vote of DCC members present at the meeting or via e-mail responses.
2. The DCC coordinator is not a voting member.

Section G – DCC Subcommittees

1. There will be a subcommittee for each diversity celebration chaired by the member of the corresponding student

organization. The calendar for diversity celebrations shall be:

- a. DCC/Harambee Retreat – celebrated at a mutually decided time, coordinated by DCC and Harambee.
- b. Latino Heritage Month - celebration coincides with the national celebration of Hispanic Heritage Month, coordinated by Presente
- c. Coming Out Week - celebration coincides with national celebration, coordinated by GLOW
- d. Native American Weeks – celebrated in late Oct/early Nov, coordinated by Talking Circle
- e. Diwali – Indian Festival of Lights coincides with international celebration of Diwali, coordinated by ACA
- f. Hmong New Year - coincides with international celebration of Hmong New Year, coordinated by HCO
- g. Africa Week –celebrated in the middle of November, coordinated by Karibu
- h. Martin Luther King, Jr. Celebration - coincides with National Martin Luther King, Jr. Day, coordinated by CUBE
- i. Black History Month – celebrated in February, coordinated by CUBE
- j. International Night – celebrated during a weekend in March, coordinated by ISO
- k. Asia Weeks – celebrated during the first three weeks in April, coordinated by ACA and HCO
- l. Drag Ball – celebrated prior to Pride Week, coordinated by GLOW
- m. Pride Week – celebrated during a week in March, coordinated by GLOW
- n. Harambee Conference – celebrated one weekend in March, coordinated by Harambee
- o. Viva La Raza Weeks – celebrated in late April, early May coordinated by Presente
- p. Special event planned by DCC – celebrated at a mutually decided time

2. Subcommittee membership shall consist of student volunteers. Membership shall be open to all St. Olaf students.
3. The Diversity Celebrations Coordinator shall also consider the development of new celebrations of diversity and create new subcommittees should the planning of new celebrations be feasible.

Article XI – Executive Committee

Section A – General Responsibilities

1. All SGA executive officers adhere to the following, unless otherwise specified:
 - a. Faithfully execute all directives of the Senate.
 - b. Post and maintain regular office hours, not less than 5 hours per week, except the Executive Assistant, who must maintain not less than 3 hours per week.
 - c. Serve on the SGA executive committee.
 - d. With the assistance of the respective branch executive committee, prepare for the Senate, an in-depth financial programming report no less than once per semester. Such reports shall contain an itemized summary of the expense and revenue of each event planned by the respective programming branch.
2. The following duties must be fulfilled during the spring in which the executive is elected
 - a. Maintain no less than three office hours per week
 - b. Meet with the current executive at least once in order to facilitate a smooth transition.
 - c. Meet with your committee’s advisor at least once
 - d. Attend Spring Training
 - e. Fill as many committee positions as possible for the following year
 - f. Work with the SGA Financial Officer to set the following year’s budget
 - g. Determine what members of your committee need to return to campus

- early and inform the President-elect of your decision
 - h. Provide the President-elect with summer contact information for yourself and your entire committee
 - i. Letters a-d do not apply to students who are studying off-campus in the semester they are elected.
3. All SGA Executive Officers who will not be on campus for Interim must prepare a proxy who will fulfill the following requirements:
 - a. Attend a week of office hours prior to Interim
 - b. Transfer all necessary items, e.g. office keys, access to Shared Drive, etc.
 - b. Continue to attend and facilitate meetings as usual.
 - c. Develop programming, as it is related to the branch.
 - d. Maintain office hours over Interim.

Section B – SGA President

1. The SGA President shall:
 - a. Be the chief executive officer of the SGA, with the responsibility for the administration and coordination of the operations and policies of the SGA.
 - b. Represent and speak on behalf of the SGA and the student community as a whole, both on and off campus.
 - c. Decide questions and resolve problems, in the event of an extreme emergency, without the immediate consent of the Senate, but with full Senate authority behind the decision. This executive prerogative is contingent upon the SGA President calling a meeting of the Senate within one week of its having been invoked, in order for the Senate to either pass or repeal the decision by the required majority.
 - d. Select, through an application and interview process, all positions not provided for by election or some other appointed method as noted in these bylaws except for the SGA Financial Officer position which shall be decided by the current Financial

- Officer in conjunction with the current President.
- e. Appoint by May 1, in conjunction with the SGA Vice President-elect, a St. Olaf student to create the Student Planner. A stipend not to exceed \$500 shall be provided for that student.
 - f. Fill temporary Senate vacancies of less than one month by appointing a replacement, with the approval of the Senate.
 - g. Chair the SGA executive committee.
 - h. Administer, jointly with the SGA Vice President, SGA Allocation monies assigned to the SGA Administrative budget in accordance with the SGA Constitution, these bylaws, and all other SGA financial guidelines.
 - i. Assist the SGA Vice President in the administration and coordination of the operations and policies of the Senate.
 - j. Have a working knowledge of Robert's Rules of Order.
 - k. Advise and meet regularly with faculty committee senators.
 - l. Send a proxy to off-campus meetings in the event of an unavoidable scheduling conflict.
 - m. Serve as the St Olaf representative in the MAPCD (Minnesota Association of Private College Students).
 - n. Serve on the College Council.
 - o. The SGA President shall have the power to appoint non-voting members to the committee.

Section C – SGA Vice President

The SGA Vice President shall:

- a. Be the chief executive officer of the Senate, with the responsibility for the administration and coordination of the operations and policies of the Senate.
- b. Assume the duties of the SGA President in the event of his/her absence.
- c. Administer, jointly with the SGA President, SGA Allocation monies assigned to the SGA administrative

- budget in accordance with the SGA Constitution, these bylaws, and all other SGA financial guidelines.
- d. Advise and meet regularly with hall senators and Senate committee chairs.
 - e. Nominate a senator to serve as the Senate parliamentarian, as outlined in Article II, Section B, clause 3 of these bylaws.
 - e. Oversee all fall elections and form an ad hoc election commission if necessary.
 - f. Be responsible for holding Senate members accountable for completing their duties, as they are outlined in the Constitution, Bylaws, and Policy Manual, and as determined by Senate directives.

Section D – Executive Assistant

1. The SGA Executive Assistant shall:
 - a. Represent the Senate on the SGA finance committee.
 - b. Record minutes and attendance at all Senate meetings.
 - c. Record minutes and attendance at all SGA executive committee meetings, if the SGA President so requests.
 - d. Properly maintain and keep current the bylaws of the Senate and SGA.

Section E – Financial Officer

1. The SGA Financial Officer shall:
 - a. Administer all budgets under the auspices of the SGA, including the SGA administrative budget, each branch budget, and all student organization budgets.
 - b. Present a monthly report to the Senate on the status of all budget matters, or when the SGA President or a majority of the Senate requests one.
 - c. Confer on financial disbursements with the SGA executive officers.
 - g. Secure evidence that all allocated funds goes to purposes.
 - h. Inform the SGA executive committee of policies and procedures concerning all budgets under the auspices of the SGA by September 15th.

- i. Chair the SGA finance committee, calling meetings once per month and maintaining a direct working relationship with each committee member.
- j. Maintain up-to-date records and submit records for an audit upon request by a majority vote of the Senate and at the end of the school year.
- k. Assume the responsibility for closing the books by July 15 and submitting a final report to the Director of Student Activities, the SGA Financial Officer-elect, and the SGA President-elect. If necessary, the sitting SGA Financial Officer may appoint a replacement to assume these responsibilities with the approval of the Director of Student Activities and a majority vote of the Senate.
- i. Appoint a student to the position of Assistant Financial Officer, to assist with financial responsibilities and attend financial committee meetings.
- j. Shall head the process to appoint the next SGA Financial Officer concurrent with the description listed under Article IV, Section F – Non-voting Member Selection

Section F – Public Relations

1. The Branch Communications Director shall:

- a. Oversee all branch-related publicity.
- b. Work closely with branch coordinators and branch Public Relations Officers to ensure efficient publicity and compliance with SGA style guidelines.
- c. Communicate and publicize the events, priorities, and mission of SGA as advanced by the SGA President, Vice-President, and branch coordinators.
- d. Identify marketing priorities and develop PR campaigns (using print, web, special events, etc.) to advance them
- e. Provide guidance to the Administrative Communications Director and Webmaster in regards to marketing priorities and design.
- f. Implement strategies to inform students

- of SGA news and events on a regular basis.
- g. Develop ways to engage students in SGA initiatives by encouraging feedback and involvement.
- h. Coordinate the Caf Flyer, Fireside Wall Calendar, campus calendars and the Tightrope system.
- i. Oversee and manage the members of the SGA Communications Team.
- j. Conduct weekly meetings with the Communications team.
- k. Provide input into the selection of each of the public relations officers that sit on SGA branches for the year in advance.
- l. Lead Communications Team.

2. The Administrative Communications Director shall:

- a. Oversee Senate and SGA Admin publicity.
- b. Work with the Branch Communications Director and Webmaster to create marketing materials.
- c. Work as liaison to Manitou Messenger and other campus media outlets.
- d. Create posters, brochures and other materials as requested.
- e. Generate and update web content, including Senate recaps, news, and blogs.
- f. Maintain the online master calendar.
- g. Assist with the Fireside Wall Calendar, Tightrope System and Caf Flyer.
- h. Serve on the Communications Team.

Section G - Webmaster

1. The Webmaster shall:

- a. Work with the Communications Directors to create a web presence for SGA and complements other marketing initiatives.
- b. Create designs for all SGA web sites by applying a working knowledge of industry-standard tools (e.g., Adobe Creative Suite).
- c. In collaboration with SGA members,

- identify content priorities and develop procedures to keep web content up-to-date.
- d. Maintain a student-centered view toward creating useful, informative web sites.
- e. Ensure that all content is updated in a timely manner, useful to the mission of SGA.
- f. Maintain the SGA Facebook profile and the SGA Facebook group
- g. Serve on the Communications Team

Section H – Branch Executives

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

Article XII – Other Senators

Section A – Faculty Committees

1. Faculty Committee Senators shall:
 - a. Assist the SGA President and Vice President with the selection of their fellow student representatives.
 - i. The Curriculum Committee Senator shall search for two other students to sit on the committee. Selection will be determined by academic diversity.
 - ii. The Student Life Committee Senator shall search for two other students to sit on the committee. Selection will be determined by diversity in extracurricular experiences and year.
 - iii. The Faculty Life Committee will include one student elected at-large by the student body.

- iv. The Faculty Governance Committee will include one student elected at-large by the student body.
 - b. Chair the student delegation to the respective committee.
 - i. The Curriculum Committee Senator shall ensure that each of the three student representatives also serve on a Curriculum Committee subcommittee. Due to the service on the Curriculum Committee Subcommittee, the Curriculum Committee Senator is relieved of service on a Student Senate Subcommittee.
 - c. Serve as the liaison between the committee and the Senate.
 - d. Submit written reports of committee meetings and attendance to the Board of Regents Observer as requested.
 - e. Present all student proposals before the respective committee as directed by the Senate.
 - f. Call and conduct meetings of the student delegation to the respective committee no less than as frequently as the entire committee meets.
2. Faculty Committee student members shall:
 - a. Be appointed by a selection committee comprised of the sitting faculty committee senator of the respective faculty committee, the SGA President and Vice President, following an application process. Appointment subject to Senate confirmation.
 - b. Serve as a member of the student delegation to the particular committee.
 - c. Assist in presenting all student proposals before the respective committee as directed by the Senate.
 - d. Faithfully execute all directives of the Senate.
 3. The Environmental Senator shall:
 - a. Sit on the Sustainability Task Force and maintain communication between the Task Force and Senate.
 - b. Act as a liaison to environmental interest groups and relevant classes on campus.

- c. Represent student environmental concerns to administrators.
 - d. Monitor the environmental impacts of SGA (e.g. Parking proposals, funding requests, etc.).
 - e. Sit on the Bon Appetit Student Committee.
 - f. Hold one (1) office hour weekly to gather feedback about campus sustainability initiatives and concerns.
 - g. Stay abreast of campus sustainability initiatives at other institutions.
 - h. Upon completion of his or her term the Environmental Senator shall submit a review of the position and accomplishments to Senate.
4. The Student Life Senator shall:
- a. Stay informed of student life issues on campus and bring those issues to SGA, the faculty, and the administration.
 - b. Serve on or assure that other students on the Student Life Committee serve on committees that relate directly to student life.
 - c. Meet monthly with the head of IIT.
 - d. Hold SGA accountable to the students it represents.

Section B – Specific Constituency Senators

1. The Off-Campus Senator shall:
- a. Serve as a liaison between off-campus students and the Senate.
 - b. Distribute monthly Senate reports to off-campus students.
5. The Honor House Senator shall:
- a. Serve as a liaison between honor house residents and the Senate.
 - b. Attend Honor House president meetings.
 - c. Distribute monthly Senate reports to each honor house.
6. The Multicultural Student Senator shall:
- a. Serve as a liaison between the Senate and multicultural students and organizations on campus.
 - b. Maintain contact with the Office of Multicultural Affairs and Community Outreach.
- c. Chair the Senate multicultural affairs subcommittee.
7. The International Student Senator shall:
- a. Serve as a liaison between the Senate and international students on campus.
 - b. Maintain monthly contact with international student counselors and the Director of International Student Services.
 - c. Regularly attend organized international student functions.
8. The Intercampus Liaison shall:
- a. Serve as a liaison to the Carleton Student Association (CSA), maintaining close contact with student government officials at Carleton College and attending no less than two regular meetings of CSA monthly.
 - b. Serve as a contact person for other cooperative efforts between the St Olaf SGA and other student governments.
 - c. Send a proxy to off-campus meetings in the event of an unavoidable scheduling conflict.
 - d. Report regularly to the student body on the issues and progress of the ICC.
9. The Northfield Senator shall:
- a. Serve as a contact person between St. Olaf SGA and the Northfield community. The Senator shall be informed about the Northfield community organizations and government.
 - b. Report to the student body either by writing articles, keeping a blog or through another accessible medium.
 - c. Work to provide St. Olaf students information about local government and civil society by organizing panels or events with local leaders.
 - d. Meet with a member of the Northfield City Council or the Mayor regularly.
 - e. Attend community organizations with particular relevance to the College or student concerns; such as the Environmental Quality Commission, the Mayor’s Energy Task Force, the Mayor’s Task Force on Alcohol and

- Drug Use, or the Housing and Redevelopment Authority.
10. The Inter-Hall Council Chairperson shall:
 - a. Chair the Inter-Hall Council. The Inter-Hall Council (IHC) shall consist of the President of each Residence Hall council.
 - b. Advise, support, and be a resource for the Residence Hall Council Presidents.
 - c. Meet weekly with the IHC Advisor to confirm an established agenda for the IHC meetings.
 - d. Meet regularly with IHC. These meetings should take place weekly, with all members in attendance (or a proxy Hall representative, if necessary).
 - e. Provide a forum for discussion about residence hall council issues, encourage and cultivate leadership development among IHC members, and promote inter-hall unity and community building throughout the campus via a variety of programming.
 - f. Coordinate Hall Council Workshops at the beginning and middle of the year to enhance residence hall leadership skills and motivation.
 - g. Attend at least one Hall Council meeting of each Residence Hall (preferable first semester, but recommended as soon as possible).
 - h. Serve as a liaison between the Inter-Hall Council and the Senate by giving weekly Senate reports to IHC and IHC reports to Senate, in addition to the general responsibilities of Senate members.
 3. Proactively, frequently, and in person seek constituent opinion on Senate matters (e.g. going door to door).
 - b. Actively serve on the Hall Council of the Senator's residence hall by participating in the organization and execution of Hall Council activities and by reporting Senate discussions and decisions to Hall Council members.
 - c. Establish a connection with the Residence Life Staff of the senator's residence hall by informing and providing Senate information to the staff representative on the Hall Council and serving as liaison to Senate for student hall staff concerns.
 - d. Meet in council with the SGA Vice President and SGA Advisor no less than twice monthly to receive information upcoming senate matters as well as strategize more effective communication with Senate and constituents.

Article XIII – Budget

Section A – Fiscal Year

The fiscal year of the SGA shall begin June 1 and end May 31. In the 2009-2010 academic year SGA will voluntarily donate 3% of the SGA cap-fee to the general St. Olaf College budget for need based financial aid. This is intended to assist the College meet the needs of students and families in this period of economic uncertainty. This budget reallocation is for one year and will be reexamined in May of 2010.

Section B – SGA Allocation

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

Section C – Residence Hall Senators

1. Residence Hall Senators shall:
 - a. Serve as a liaison between the residents of the senator's residence hall and Senate by:
 1. Having office hours no less than one hour per week in an easily accessible public area of the residence hall.
 2. Maintaining a bulletin board with current Senate minutes or news, and other relevant information.

- determined by the Cabinet (approximately February 15).
- b. All St. Olaf students shall pay the SGA Allocation fee.
 - c. SGA Allocation fee refunds may only be obtained by a student demonstrating extenuating circumstances, *including financial need*. All appeals for refunds must be approved by the SGA Executive Committee.
 - d. All students who participate in SGA activities and programming shall be asked to present proof of student status prior to participation. Some events may be offered to faculty, staff, and visitors, but admission shall be charged at a rate greater than the factored cost of the event to each student and no less than \$5.00. [For example, if an event costs 7% of the SGA budget, the admission charge shall be at least 7% of the amount of the SGA Allocation fee. If an event costs only .03% of the SGA Allocation fee, and if that amount is less than \$5.00, the admission charge shall be at least \$5.00]
2. Annual Budget Proposal
 - a. The SGA President shall propose the allocation of all SGA funds after consultation with the SGA executive committee and after considering all funding requests from other interested organizations.
 - b. The buffer fund shall consist of a minimum of \$1500. This budget shall be determined by the Senate.
 - c. The capital improvements shall maintain a starting balance of no less than 2% and no more than 5% of the SGA Allocation fee. Monies for this fund are allocated from the SGA Allocation fee as noted above. This budget shall be administered by the Senate.
 - d. The remainder of the SGA budget shall be divided in the following manner [percentages listed below are of the SGA Allocation fee monies remaining *after* the capital improvements, Collegiate Readership, Speaker, buffer funds, and Stipends are separated]:
 1. The SGA administrative budget shall consist of 13.73% of the SGA Allocation monies, in addition to the college allocation of \$1.375 per semester times the number of full-time students. This budget shall be used to fund the Senate Student Planner Subcommittee, as well as other expenditures incurred by the Senate and the SGA as a whole. This budget shall be administered jointly by the SGA President and the SGA Vice President.
 2. The SAC budget shall consist of 20.3% of the SGA Allocation monies.
 3. The PAC budget shall consist of 17.44% of the SGA Allocation monies.
 4. The SOC budget shall consist of 13.93% of the SGA Allocation monies.
 5. The Lion's Pause budget shall consist of 4.43% of the SGA Allocation monies.
 6. The VN budget shall consist of 5.52% of the SGA Allocation monies.
 7. The DCC budget shall consist of 6.42% of the SGA Allocation monies.
 8. The BSM budget shall consist 3.15% of the SGA Allocation monies.
 9. The BORSC budget shall consist of 0.51% of the SGA Allocation monies.
 10. The SAA budget shall consist of 0.67% of the SGA Allocation monies.
 11. The MEC budget shall consist of 20.2% of the SGA Allocation monies.
 - e. The SGA President, upon the advice of the SGA President-elect and the SGA Financial Officer, shall submit the budget for each fiscal year to the Senate for consideration no later than

- the last meeting in April of the proceeding fiscal year.
3. Stipends
 - a. The following SGA executive positions shall each receive a stipend of \$2,000 per academic year from the Stipends line item.
 1. SGA President
 2. SGA Vice President
 3. SGA Financial Officer
 4. SGA Branch Communication Director
 5. SGA Administrative Communications Director
 6. SGA Webmaster
 7. Student Activities Coordinator
 8. Board of Regents Observer
 9. Political Awareness Coordinator
 10. Student Organizations Coordinator
 11. Lion's Pause Coordinator(s)
 12. Volunteer Network Coordinator
 13. Diversity Celebrations Committee Coordinator
 14. Student Alumni Association Coordinator
 15. Music Entertainment Committee Coordinator
 - b. The following SGA position shall receive a stipend of \$1,000 per academic year from the Stipends line item.
 1. SGA Executive Assistant
 - c. The following positions shall receive a stipend of \$550 per academic year from a line item designated by the SGA President:
 1. Public Relations Officers
 - d. All stipends shall be allocated monthly during the academic year.
 - e. Other individual who merit acknowledgement for great contributions of time and work may be awarded through gift spending from any SGA branch or administrative budget as outlined in the SGA policy manual.
 - f. Records of stipends awarded shall be open records.

Section C – Budget Administration

1. The SGA President and the SGA Vice President shall jointly administer the SGA administrative budget.
2. All branch budgets shall be administered by the respective branch coordinator.
3. Fiscal Policies

Each branch or other division of the SGA shall have the right to establish fiscal policies to govern the proper use of SGA Allocation monies. These policies shall be approved by the Senate and maintained in the SGA policy manual.
4. Budget Transfers

After the Senate has approved the SGA budgets for the fiscal year, any transfer of \$1000 or more between line items of a branch's budget or between branch budgets must be approved by Senate. Budget transfers between \$500 and \$999 shall be reported to Senate as they occur, but Senate approval for such transfers shall not be necessary.
5. All budgets shall be subject to all rules and regulations of the SGA as outlined in these bylaws and the SGA policy manual.

Section D – Board of Student Media (BSM)

1. Membership
 - a. Representatives from, KSTO, The Quarry Literary Arts Magazine, and the Manitou Messenger
 - b. The SGA President and SGA Financial Officer
2. The BSM shall have full authority to administer the funds allocated to it. The allocations are at the discretion of Student Senate.
3. The BSM members shall submit a financial report to the Student Senate each semester and full reports to the SGA Financial Officer monthly or as requested.
4. Any SGA funds remaining within student media organizations at the end of the fiscal year shall be re-absorbed into the SGA budget. The same percentage of each media organizations' total budget that was originally made up of SGA funds will be returned at the end of the year. The media organizations will maintain any other money remaining in their budget and it will roll over to the following year.

5. The media organizations shall maintain editorial discretion and presentation of student media.
6. The BSM shall have access to special funds including, but not limited to, the capital improvements fund. The allocation of this funding shall adhere to the SGA policy manual.

Article XIV – Student Senate

Section A – Powers

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

Section B – Members

1. The following members of the Senate shall hold full voting positions with one and only one vote:
 - a. SGA Executive Officers
 1. SGA President
 2. SGA Vice President
 3. Board of Regents Observer
 4. Student Activities Coordinator
 5. Political Awareness Coordinator
 6. Student Organizations Coordinator
 7. Student Alumni Association Coordinator
 8. Lion’s Pause Coordinator(s)
 9. Volunteer Network Coordinator
 10. Diversity Celebrations Coordinator
 11. Music Entertainment Committee Coordinator
 - b. Faculty Committee Senators
 1. Curriculum Committee Senator
 2. Student Life Committee Senator
 3. Faculty Life Committee Senator
 4. Faculty Governance Committee Senator
 5. Environmental Senator
 - c. Specific Constituency Senators
 1. Residence Hall Senators

2. Off-Campus Senator
3. Honor House Senator
4. Multicultural Student Senator
5. International Student Senator
6. Northfield Senator
7. Intercampus Liason
2. The following members of the Senate shall have no vote:
 - a. SGA Executive Assistant
 - b. SGA Branch Communication Director
 - c. SGA Administrative Communications Director
 - d. Inter-hall Council Chair
 - e. SGA Financial Officer
 - f. SGA Webmaster
3. A member of the Senate shall serve as the Parliamentarian.
 - a. The parliamentarian shall be nominated by the SGA Vice President and confirmed by the Senate. This nomination shall take place by October 1.
 - b. The parliamentarian shall act as outlined in the latest edition of Robert’s Rules of Order.
 - c. The parliamentarian shall retain all speaking and voting rights associated with his/her Senate membership.

Section C – General Responsibilities

All Senate members shall have the following responsibilities:

1. Faithfully execute all directives of the Senate.
2. Attend all regular and special meetings of the Senate, as outlines in these bylaws.
3. File written and oral reports with the Senate as necessary.
6. Serve on at least one Senate subcommittee.
7. Meet with the next year’s elected senator, complete a written job description/summary of the year to aid in a smooth transition, and file a copy with the Associate Director of Student Activities.
8. Maintain academic status as a full-time student.
9. Maintain a minimum G.P.A. of 2.0
 - a. This will be checked at the conclusion of each term by the

- Student Activities Director and the Dean of Students Office.
- b. GPAs will not be revealed, just whether or not the minimum is met.
- c. If a student's GPA falls below 2.0, he/she is immediately removed from his/her position. The vacancy will be filled in accordance with the procedures in Article II, Section D of these bylaws.
- d. Students who feel this decision has been made in error may appeal by contacting the Student Activities Director and Dean of Student's Office within one week of being notified of the decision.

Section D – Impeachment

All Senate members shall be subject to removal by impeachment. In the event that the member in question is the SGA Vice President, the SGA President shall assume the role of chair for the proceedings of question. A three-fourths vote of the Senate shall be necessary in order to remove any senator.

Section E – Filling of Vacancies

1. Temporary Vacancies
 - a. The SGA President shall have the power to fill temporary vacancies of less than one month by appointing a replacement, subject to Senate confirmation.
2. President and Vice President
 - a. Should the SGA President be unable to complete the term of office, the SGA Vice President shall assume the office of the SGA President and shall appoint a new SGA Vice President, subject to Senate confirmation.
 - b. Should the SGA Vice President be unable to complete the term of office, the SGA President shall appoint a replacement, subject to Senate confirmation.
 - c. In the event that the SGA President and Vice President are simultaneously unable to complete their term of office, the following shall occur:
 - i. The Senate Parliamentarian shall become the presiding officer of the Senate.

- ii. The SGA Executive Officers shall meet with all possible speed to nominate a successor to be SGA President.
 - iii. This nomination shall be confirmed by the Senate.
 - iv. The newly appointed SGA President shall fill the vacancy of Vice President as outlined in these bylaws.
3. Faculty Committee Senators and Executive Officers
 - a. Should a position become vacant, the position shall be filled with a replacement selected by the SGA President through an application and interview process, subject to Senate confirmation.
 4. Specific Constituency Senators
 - a. Should any special constituency senator be unable to complete their term of office, a special election shall be held. All procedures for standard elections shall be followed, insofar as is possible.
 5. Non-voting members
 - a. Should the SGA Branch Communications Director, the SGA Administrative Communications Director the SGA Executive Assistant, or the SGA Financial Officer be unable to complete the term of office, the SGA President shall appoint a replacement, subject to Senate confirmation.

Section F – Meetings

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

2. Observers
 - a. All meetings of the Senate shall be open to all students, the Dean of Student Life and the Director of Student Activities, who are advisors of the Senate.
 - b. All non-members who wish to address the Senate must be recognized by the presiding officer. With a majority vote of the Senate, discussion may be opened to any and all nonmembers on a given question.
3. Quorum
 - a. A simple majority of senators present at a meeting shall be required in order to conduct official business.
4. Absences
 - a. Any senator with three unexcused absences from regular meetings, as monitored by the SGA Vice President, will immediately be brought before the Senate for impeachment.
 - b. If the Pause Co-Coordinators reach three combined unexcused absences, they will both immediately be brought before the Senate for impeachment.
 - c. If an individual on the Senate has an academic conflict with Senate meetings that person may appeal to the Senate for permanent proxy for the remainder of the term.
 - d. Arrival after roll call or departure prior to adjournment constitutes an unexcused absence.
 - e. A senator whose absence is foreseeable prior to a Senate meeting is responsible for declaring an official proxy. Official proxies are declared by filing a Proxy Notification Form with the SGA Vice President and the Executive Assistant at least twenty-four hours prior to the meeting from which that member wishes to be excused. A senator may request a proxy no more than two times per semester.
 - f. Proper filing of a fully completed Proxy Notification Form excuses the specified senator from attending the meeting specified on the Form. A senator who does not properly file a fully completed Proxy Notification Form may still send a proxy, but will be recorded as absent should his proxy be absent, arrive after roll call, or depart prior to adjournment.
5. Regular Meetings
 - a. The schedule of regular meetings shall be determined by the Senate members.
 - b. The Senate shall meet no less than twice monthly.
 - c. Published schedules and agendas of meetings shall be made available to the St. Olaf Community no later than 36 hours before the meeting.
 - d. Senate shall meet no less than once per semester in a location other than
 - g. Only full-time St. Olaf College students are eligible to serve as proxies at Senate meetings. A proxy is granted all voting privileges accorded to the senator for whom he or she proxies, pursuant to SGA voting eligibility guidelines.
 - h. Proxies may not be sent to training or retreats. If a Senator cannot attend, this will be counted as an unexcused absence.
 - i. Members with two unexcused absences are required to meet with the Chair of the Senate and the SGA President to discuss their absences. The Director of Student Activities may also be present at this meeting. The Chair of the Senate or the SGA President may also call for such a meeting in the event that a member accumulates a substantial and inappropriate number of absences, excused or unexcused.
 - j. In the event of absences resulting from unforeseen or extenuating circumstances, the SGA Vice President may, upon having a dialogue with the SGA President, excuse such absences.
 - k. Senators are personally responsible for understanding SGA attendance policy. Failure to read the attendance policy will not absolve members of responsibility to adhere to it.

- the David E. Johnson Board Room. The schedule of locations shall be determined by the Senate chairperson. Such places include Residence Halls, the Pause, Stav Hall, etc. The responsibilities for booking these venues will lie with the chair.
6. Special Meetings
 - a. By petition of either five senators or ten percent of the student population, the SGA President shall immediately call a special meeting of the Senate.
 - b. The SGA President shall have the power to call a special meeting at his/her discretion.
 - c. An all student assembly may be convened by the SGA President or by a majority vote of the Senate.
 7. Minutes
 - a. Minutes of all Senate meetings shall be recorded by the SGA Executive Assistant following the most recent version of Robert's Rules of Order.
 - b. Copies of the Senate minutes shall be filed in the SGA Office for future reference. The minutes shall also be made available to the St. Olaf community.
 8. Rules
 - a. From time to time the Senate may enact rules pursuant to these bylaws for the guidance, operation, and regulation of Senate business and functions.
 - b. Such rules shall be proposed at a Student Senate meeting and passed by a simple majority vote of the senators present at a meeting, providing a quorum has been established.
 - c. A rule may be repealed only by a majority vote of the complete Senate membership.
 9. Fiscal Motions
 - a. The Senate shall not vote on any fiscal motion during the meeting of its initial presentation.
 - i. A fiscal motion is one which involves Senate approval for spending of SGA Allocation monies.
 - ii. The transfer of funds from one SGA branch budget to another is also considered a fiscal motion.
 - b. This rule may be waived by a 2/3-majority vote as needed.
 10. Amendments
 - a. A proposal to amend these bylaws may be submitted in writing at any Senate meeting. Such a proposed amendment shall be signed by five members of the Student Senate. No amendment shall be voted upon during the meeting at which it is proposed.
 - b. The student body, by submitting a petition containing fifty signatures, may request the Senate to consider bylaws changes.
 - c. A proposed amendment to these bylaws shall be adopted if it is approved by a two-thirds majority of the membership of the Senate. The Senate does not need to approve changes in these bylaws associated with typographical, secretarial or other non-content errors.
 - d. Any proposal titled "Shift Proposal" may present changes to an entire Article, and may be voted on as an entire Article. After Spring 2009, Shift Proposals are no longer valid.
 11. Definition of Terms
 - a. The use of the word "approval" in Senate business shall apply to a simple majority vote with respect to proposals, budgets and resolutions.
 - b. The word "confirmation" in Senate business shall apply to a two-thirds majority vote necessary to allow a designee to hold an appointed position. Confirmation is the manner in which Senate authorizes the selection of members, the creation of committees and other actions taken by the SGA President.

Section G – 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.

Article XV – Senate Committees

Section A – Senate Committees

1. Executive Committee
 - a. The SGA Executive Committee shall serve as an advisory board to the Senate.
 - b. For members and procedures, see Article X.
2. The Communications Team
 - a. Shall be chaired by the Branch Communications Director
 - b. Consist of every Public Relations Officer from each branch, the Webmaster, and Administrative Communications Director.
 - c. Also have two additional members, not serving on a particular branch, who assist in marketing needs as

- identified by the Branch Communications Director.
- i. These two members shall be selected by the Branch Communications Director
 - d. The team shall meet weekly
 - e. Shall create materials to promote official SGA events.
 - f. Public Relations Officers will post events on master calendar, creating and printing posters, taking photos/videos, posting events on Facebook. The branch public relations officers shall assist with PR duties of other branches in times of need and as permissible.
3. SGA Finance Committee
 - a. The Finance Committee shall act as the advisory body to the Senate in the consideration of fiscal matters.
 - b. The SGA Financial Officer shall chair their subcommittee.
 - c. The SGA Finance Committee shall include the ex-officio members of Senate – the SGA Financial Officer (chair), SGA Assistant Financial Officer, the SGA Executive Assistant, SGA Public Relations Director(s), SGA Webmaster and the Inter-Hall Chair.

Section B – Subcommittees

1. Ad hoc subcommittees
 - a. Ad hoc subcommittees shall be created as the need arises in areas not covered by the standing subcommittees.
 - b. Ad hoc subcommittee members shall be appointed by the President and confirmed by the Senate.
2. Bylaws Review Committee
 - a. Committee information outlined in Section D.
3. Election Commission
 - a. Committee information outlined in Section E.
4. SGA Conference Committee
 - a. The SGA Conference Committee intends to enable students to travel to conferences related to their extra-curricular involvement.

- b. The criteria for applying for this funding includes providing a résumé and the agreement that the student will share his or her experience with the campus community in a structured way.
 - c. The funding for this committee shall be accounted for in a line item of the SGA Administrative Budget.
 - d. The committee will be chaired by the SGA President or appointed at his or her discretion.
5. Multicultural Affairs Subcommittee
- a. The Multicultural Affairs Subcommittee shall act as the advisory body to the Senate in the consideration of issues involving multicultural concerns on campus.
 - b. The Multicultural Student Senator shall chair this subcommittee.
6. Physical and Safety Concerns Subcommittee
- a. The Physical and Safety Concerns Sub-committee shall act as the advisory body to the Senate in the consideration of safety and physical issues and concerns on campus.
7. Good Times Committee
- a. The Good Times Subcommittee shall be responsible for the brainstorming and planning of social events for the Senate.
 - b. The subcommittee will work with the SGA Vice President in developing ideas for theme nights in Senate.
 - c. The subcommittee will work to ensure that every senator's experience in Senate is as fun as possible.
 - d. Any voting or non-voting member of the Senate may chair the Good Times Subcommittee.
 - e. The Good Times Subcommittee shall not fulfill the subcommittee membership of the Senate.
8. Transportation Committee
- a. The Transportation Committee will examine campus transportation options and evaluate the areas for development of change.
 - b. When requested, the Transportation Committee will provide feedback regarding campus parking issues.

- c. This committee will work closely with the Director of Student Activities.

Section C – Committee Guidelines

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

- b. Absences may be excused by advising the committee chair of the reasons for the absence prior to the meeting. Committee members shall be responsible for sending a proxy, who shall have the right to vote on behalf of the absent committee member, pursuant to guidelines maintained in the SGA policy manual.

Section D – Bylaws Review Committee

1. The Bylaws Review Committee is responsible for performing a comprehensive annual review of the Constitution, Bylaws, and Policy Manual of the SGA.
2. The committee shall review the effectiveness, usefulness, and precision of these documents. The committee shall propose suggested changes to the Student Senate.
3. Senate may refer a motion of proposal to the Bylaws Committee by a 1/3 vote. The committee will assess whether or not the contested motion or proposal is in conflict with existing clauses in the Constitution, Bylaws, or Policy Manual, and present its findings to Senate at the following Senate meeting. Senate will vote to approve or reject the committee’s interpretation. A majority vote is necessary for approval. The Senate retains final and binding authority regarding the interpretation of contested motions or proposals.
4. The Senate Bylaws Committee shall completely reevaluate these bylaws at least once every three years. These bylaws were last completely reevaluated in the spring of 2006.

Section E – Election Commission

1. The Election Commission shall be responsible for the oversight and administration of all SGA elections.
2. The nomination for the chair of the SGA election commission shall be made by the SGA President and confirmed by the Senate.
3. The responsibilities for the Election Commission are as listed in the election section of these bylaws.

Article XVI - Elections

Section A – Election Guidelines

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

- collectively to the SGA election commission.
- c. To be eligible for SGA executive officer positions and faculty committee senator positions, a candidate shall submit a petition bearing the signatures of fifty (50) current St. Olaf students to the SGA election commission.
 - d. Candidates for other positions shall submit petitions as outlined below:
 1. Multicultural Student Senator
 - a. Each candidate shall submit a petition bearing the signatures of twenty-five (25) multicultural students to the SGA election commission.
 - b. Only multicultural students may vote for this position
 - c. The Multicultural Student Senator must be classified as a multicultural student at St. Olaf.
 2. International Student Senator
 - a. Each candidate shall submit a petition bearing the signatures of twenty-five (25) students, five (5) of which must come from international students, to the SGA election commission.
 - b. Only international students may vote for this position.
 - c. In order to be defined as an international student by SGA, the candidate must fulfill one of the following criteria:
 - i. Candidate needs a visa to study in the US.
 - ii. Candidate spent at least 2 years prior to matriculation to St. Olaf and graduated from a secondary school outside of the US.
 3. Residence Hall Senators
 - a. Each candidate shall submit a petition bearing the signatures of twenty-five (25) students living in that residence hall to the respective area coordinator.
 - b. Students may vote only for the residence hall senator of the residence hall in which they live.
 - c. Residence hall senators must reside in the hall they wish to represent.
4. Honor House Senator
 - a. Each candidate must submit a petition bearing the signatures of twenty-five (25) honor house students to the SGA election commission.
 - b. Only students who reside in honor houses may vote for this petition.
 - c. The Honor House senator must reside in an honor house.
 5. Off-Campus Senator
 - a. Each candidate must submit a petition bearing the names of twenty-five (25) students, ten (10) of which must come from St. Olaf students living off-campus, to the SGA election commission.
 - b. Only students who live off-campus may vote for this position.
 - c. The Off-Campus senator must reside off-campus.
3. The petition shall be of the following form: I, (candidate's full name), am running for the position of, (candidate's desired position), and declare under the penalty of the forfeiture of office, that I am a registered, full-time student at St. Olaf College, and that if elected I will faithfully perform my duties as specified in the Constitution and Bylaws of the Student Government Association to the best of my abilities. (Candidate's Signature).
 4. Any candidate who violates any election rules either set forth in these bylaws or established by the SGA election commission shall be subject to disciplinary action by the commission, up to an including disqualification. Record

of disciplinary proceedings shall be made public and be reported at Senate.

Section B – Election Procedures

1. Candidates for the offices of SGA President and SGA Vice President shall file as a team on one petition. No person may file separately for either office without a running mate.
2. Two candidates may run jointly for a position if they will serve in opposite semesters when one Senator will be off-campus for one semester. Candidates for President and Vice President may not run jointly with another candidate, and must intend to hold office for an entire term. (PR coordinators and Pause coordinators are exempt from this regulation).
3. If no member of the student body submits a petition by the deadline, the election commission shall have the authority to postpone elections to a later date. If no person is elected to the specified position in the spring, the SGA President and President-elect shall appoint an interim person, subject to confirmation by the current Senate, until elections can be held the following fall. If no person is elected in the specified position in the fall, the SGA President may appoint someone to the office, subject to Senate conformation at its first meeting of the year.
4. If more than two candidates present at petition for a given office, a primary election shall be held. The two candidates receiving the most votes in the primary election shall be placed on the final election ballot for that office.
5. The winner of the final election for any given office shall be the person with the greatest number of votes on official ballots.
6. In the case of a tie, a special election shall be held for purposes of re-balloting for that office. If a tie occurs on the second balloting, the Senate shall vote to decide the winner of the election.
7. Elections shall be held under the following timeline:
 - a. Elections for SGA executive officers and faculty committee senators shall

be held simultaneously and no later than May 1 of the year immediately preceding the year in which the senators will serve.

- b. Elections for residence hall senators, the International Student Senator, the Honor House Senator, the Multicultural Student Senator, the Off-Campus Senator, and any other senators not elected during the previous spring shall be held no later than October 1 of the year in which the senators will serve.
8. All write-in candidates shall be subject to the rules established in these bylaws and promulgated by the election commission. Write-in candidates must register on the day before the election and not before. Write-in candidates may not campaign before registering. These candidates must complete the necessary forms and meet the minimum GPA requirements. Only candidates listed on the official election ballot may be allowed to post their official platform at the polling place.
9. All students are eligible to vote in online elections. If, however, online elections are not available, only students living on campus at the time of the elections are eligible to vote.

Section C – Non-voting Member Selection

1. The following positions shall be selected in the spring of the year prior to the year in which the appointees will serve, coinciding with the spring Senate elections:
 - a. The Inter-hall Council Chair shall be selected through an application and interview process conducted by the SGA President-elect, a Residence life Office staff member, and a current Hall President.
 - b. The SGA Branch Communications Director shall be selected through an application and interview process conducted by the SGA President-elect and the SGA Vice President-elect, subject to Senate confirmation.
 - c. The SGA Executive Assistant shall be selected through an application and interview process conducted by the

- SGA president-elect and the SGA Vice President-elect, subject to Senate confirmation.
- d. The SGA Administrative Communications Director shall be selected through an application and interview process conducted by the SGA President-elect, the SGA Vice-President-elect, and the SGA Branch Communications Director-appointee, subject to Senate confirmation.
 - e. The SGA Financial Officer shall be selected through an application and interview process conducted by the SGA Financial Officer, Director of Student Activities, in conjunction with the SGA President-elect and the SGA Vice President-elect, subject to Senate confirmation. This process will be completed and a proposal will be brought to Senate no later than the last Senate meeting of interim.
 - f. The SGA Webmaster shall be selected through an application and interview process selected by the SGA President-Elect and SGA Vice-President-Elect, and the current SGA Webmaster, subject to Senate confirmation.

Section D – The SGA Election Commission

1. The nomination for the chair of the SGA election commission shall be made by the SGA president and confirmed by the Senate.
2. Upon the advice of the chair of the election commission and subject to Senate confirmation, the SGA President shall appoint at least four other members to the commission, representing a broad range of student government experience. No candidate in an election may serve on the commission for that election.
3. 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.
4. The election commission shall develop applications, subject to Senate approval.

- These applications shall be made readily available to the student community and publicized.
5. When petitions are distributed, the election commission shall also provide the election guidelines and applications for each position, as approved by the Senate. These guidelines shall also be distributed to residence hall area coordinators and the Director of Residence Life to help facilitate hall regulations.
 6. The election commission shall print and distribute all petitions and other forms required for elections. The commission shall also be responsible for determining the validity of all petitions.
 7. The election commission shall be responsible for working with IIT and the SGA Web designer to set up 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 candidates on the ballot.
 8. 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.
- b. Right to redress of grievances for election – the election commission shall be obligated, at the request of any student, to meet and address the issue of any improprieties reported by a student. A majority vote of the commission shall decide the issue within two days of the request. 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.
9. The election commission shall hear and address election challenges of any office or referendum position, and shall be the final arbiter in all disputes arising from any election.

Section E – Assumption of Office

All senators shall serve a term of one academic year, beginning in the fall of their election, unless otherwise noted.

A mandatory workshop shall be held for all senators for the purpose of instruction on basic parliamentary procedure and review of current bylaws. This workshop shall take place after the fall elections have been conducted.

All SGA executive officers shall assume their positions and responsibilities on June 1 following their election.

Article XVII – Disclosure of Information

Section A

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

Section B

Every effort shall be made to provide the requested information in a timely manner. When possible, information shall be provided in the format requested, but alternative formats, such as large print, Braille, or audio tape may incur additional expenses and/or turnaround time. Multiple copies and exceptionally long documents may incur a reasonable expense for printing.

Section C

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

Article XVIII – Grievances

Section A

The Student Government Association shall be committed to treating students fairly in regard to their person and educational concerns.

Any student or organization that feels subjected to grievous treatment by any branch or member of the SGA may seek to have the grievance addressed in a fair and reasonable manner.

Section B

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

Section C – Grievance Procedure

If a student or organization feels that he/she or the organization has been mistreated by any branch or member of the SGA, the student or organization's leader is encouraged to contact the SGA President or the Director of Student Activities. If this grievance is not satisfactorily resolved at this level, the student may file a formal written complaint with the SGA President. In the event the grievance or complaint involves the SGA President, the complaint shall be filed with the Director of Student Activities.

1. A copy of the formal complaint shall be sent to the person who submitted the complaint and the president of the Student Judicial Council within eight days after it is filed.
2. The Student Judicial Council shall have the right to investigate the rule on grievances submitted. This includes the right to override decisions made by any branch or member of the SGA.
3. The Student Judicial Council shall submit its ruling in a timely manner to the SGA President and the Director of Student Activities. The SGA President shall have the responsibility to ensure that the ruling is observed.
4. The right to confidentiality of all members of the college community shall be respected in all grievance procedures, insofar as possible.