



Policy Manual

Created March 2008

Article I- Code of Conduct

1. Conflict of Interest: In order to preserve the integrity of the St. Olaf College Student Government Association, its members must disclose all potential or actual conflicts of interests.

a. Conflict of Interest means any business, professional activity, or direct or indirect financial interest that place a person in a position to disregard the public interests of the student body for his or her own private interests.

b. No officer or member will judge or vote on any matter which would affect his or her private gain.

2. Misuse of Student Government Property: Non member will use or attempt to use Student Government property, facilities, or personnel to secure a gift, reward, privilege, benefit, or exemption for themselves or other.

a. No member will disclose information not available to the general public for the personal gain of his or herself, any other person, or organization.

3. Unlawful Compensation: No member shall solicit, accept, provide or attempt to provide any material items of value to influence, or appear to influence, any vote, action, or judgment.

4. Inducing to Act: No member shall knowingly aid, advise, encourage, or threaten another member of Student Government or student to act in violation of this chapter, Federal, State, and local laws, he St. Olaf College Student Government Association Constitution

and Statues, the Student Code of Conduct, or Academic Honor Code.

5. Fraud in Student Government: No officer or member will willfully misrepresent himself or herself while acting in his or her official capacity.

a. No officer or member will withhold information or documentation when mandated or provide false or misleading information or documentation.

b. No officer or member will bring false charges or provide false or misleading evidence against another officer, employee, or student.

6. Anti-Discrimination: No officer or member will practice any discrimination as defined in the Anti-Discrimination Policy.

a. No officer or member will deny any student rights guaranteed by the Federal and State Constitution, or the St. Olaf College Student Government Association Constitution and Statutes.

Article II- Board of Regents Student Committee

Article III- Student Activities Committee

Article IV- Political Awareness Committee

Article V- Student Organizations Committee

Section A-Special Organization Funding

1. Two types of special organizational funding are available to officially recognize student organizations. No organization may apply for both types of special funding for the same event or campaign.

- a. Grants are financial gifts which help pay for a standing activity or campaign run by an organization or the purchase of durable goods and other capital. Grants are not awarded for one-time events or purchases of temporary materials. Grants are awarded by the Student Organizations Committee pursuant to policies set forth in this policy manual.
 - b. Co-sponsorship funds assist groups which organize one-time special events, such as conferences, speakers, or trips. Co-sponsorship funds are awarded by the SOC executive committee.
2. Only officially recognized student organizations may apply for SOC Grants and SOC Co-sponsorship funds. SGA administrative, advocacy, and programming branches may not apply for special organizational funding.
 3. Failure to submit a finalized budget and brief summary of a previous event co-sponsored by the SOC or failure to comply with other SOC rules and regulations will result in the denial of special organizational funding.

Section B- Co-sponsorship Funding

1. The SOC committee will consider all co-sponsorship funding applications received in time for its regular meetings. Organizations should apply for special organizational funding no less than two weeks in advance. In the event that an organization needs a funding decision prior to the next executive committee meeting, the SOC Coordinator may call a special meeting of the executive committee in order to make a decision on the application.
2. The SOC executive committee may decide on a co-sponsorship funding

- application during the meeting at which the application is first presented.
3. Co-sponsorship funding awards need not equal the amount requested. The SOC executive committee is under no obligation to award funds to any organization which applies for co-sponsorship funds.

Section C-SOC Funding Criteria

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

Section D- Off-Campus Event Funding

1. In cases where the proposed event takes place off-campus, organizations may be asked to provide the student body with on-campus programming related to the event. Such programming may be a condition of awarding co-sponsorship funds.
2. Since off-campus events such as leadership workshops, conferences, and special celebrations provide an indirect benefit to the St. Olaf community and a direct and significant benefit to the individuals who participate, a level of personal financial commitment by participants may affect the final co-sponsorship funding decision.

Section E-Miscellaneous Information

1. The SGA will receive credit on all publicity materials as a co-sponsor of any event for which co-sponsorship funds awarded.
2. The SOC Coordinator will report co-sponsorship funding decisions made by the SOC executive committee both to the applicants within one (1) business day and to the Senate at its next regular meeting. The SOC Coordinator will inform applicants of any conditions attached to co-sponsorship funds and provide forms with which organizations may report a finalized budget and summary of the co-sponsored event.
3. Excess funds indicated by finalized budgets submitted by organizations which receive co-sponsorship funds will be returned to the SOC co-sponsorship fund.

Section F-SOC Constitution

1. Student Organizations Committee Constitution
 - a. The SOC Constitution is printed and maintained by the Student Organizations Coordinator separately from the rest of this policy manual.
 - b. However, the SOC Constitution is an official part of this policy manual and should be amended accordingly.

Article VI- Student Alumni Association

Section A – SAA Guidelines

1. The Student Alumni Association shall be responsible for advocating students' connection with alumni through social and networking events, act as a liaison between students and alumni while

attending Alumni Board Meetings, and maintain a relationship with the Alumni and Parent Relations Office and the Partners in annual Giving Office.

2. The SAA shall actively promote appropriate student usage of the Alumni Online Directory.
3. The SAA shall stay well-informed of St. Olaf alumni events both on and off campus, in addition to investigating alumni events of other colleges

Article VII- Music Entertainment Committee

Article VIII- Lion's Pause

Article IX- Volunteer Network

Article X- Diversity Celebrations Committee

Section A – Celebration Guidelines

1. All DCC sponsored events must be free and open to all St. Olaf students.
2. Outside guests, faculty and staff can be charged to attend DCC celebrations.
3. Any celebration sponsored by DCC cannot charge a fee to St. Olaf students. This includes charging for tickets for admission or meals and for transportation costs to off-campus celebration sites.
4. Money from DCC shall go towards benefiting the campus.

Article XI- Executive Committee

Article XII- Non-Executive Senators

Article XIII- Budget

Section A-SGA Allocation Spending Guidelines

1. SGA must attempt to maximize the benefit to the St. Olaf student body

- when spending the SGA Allocation Money.
2. SGA Branch budgets are the responsibility of the respective executive officer in accordance with all rules outlined within the SGA Bylaws, the SGA Constitution, and this document.
 - a. Grievances related to budgetary poor judgment should be brought to the SGA Senate.
 3. Ethical questions regarding budgets should be directed to the respective executive officer or the SGA President.
 4. Any transfer of \$1,000 or more between line items of a branch or between branches must be approved by the SGA Senate.
 5. Any further ethical questions should be considered by the SGA executives, and if necessary policies should be proposed and ratified through the Senate to address future concerns.

Section B- SGA Allocation Budget Guidelines

1. The SGA Financial Officer must provide SGA executive member-elects with an estimate of branch allocations for the coming year after the spring elections but before the academic year ends.
 - a. This estimate will be determined by using the SGA Bylaws' percentages with the projected SGA budget for the coming year.
2. Each member-elect is required to draft a budget for their branch shortly after receiving their allocation estimate outlined above.
 - a. The incumbent branch coordinator, SGA President-elect, and Associate Director of Student Activities should be consulted throughout the process.

3. The SGA President and SGA Financial Officer, with advice from the SGA President-elect and SGA Financial Officer-elect, are responsible for presenting final budgets to the Student Senate for approval by no later than the last meeting in April of the proceeding fiscal year.
4. The Student Senate is the final arbiter on all SGA Allocation spending and budgeting.

Section C- Buffer Fund Policy

1. The interest payment of SGA Allocation funds received from the college will be set aside each year as a tool to adjust budgets for the academic year.
 - a. This buffer fund will be limited to covering operating expenses such as printing, promotions, film rental, etc.
2. The fund will remain untouched through the first semester of the academic year.
3. After the first semester, the SGA finance committee will assess petitions for additional funding and make recommendations to the Student Senate for the allocation of monies in this fund.
 - a. A typed proposal should be submitted to the SGA Financial Officer.
 - b. The SGA Financial Officer will present the proposal to the Student Senate.
 - c. In the event that Student Senate does not approve the proposal, it is considered dead, and no further discussion will be considered. For the matter to come to the Student Senate again, the proposal must again pass through the SGA Financial Officer as outlined in this policy manual.

4. Any SGA branch can petition the SGA finance committee for buffer fund allocations through the branch financial officer; the Student Senate can petition for buffer fund allocations to the SGA administrative budget through the SGA Financial Officer.
5. If it is determined that there is no need for the buffer fund monies by the end of the fiscal year, the monies will revert back to the general SGA Allocation fund, which rolls over at the end of each year.

Section D-Capital Improvement Fund

1. Primarily, the Capital Improvement Fund (C.I.F.) is to finance purchases of capital to further the goals of the Student Government Association, as stated in the SGA Constitution.
2. The Capital Improvements and Emergency Fund can also cover emergency expenses incurred by the SGA and not protected by St. Olaf College insurance policies.
 - a. The SGA finance committee will recommend emergency purchases to the Student Senate for approval.
3. Reimbursements can be made for emergency purchases under the condition that a formal proposal be submitted to the SGA finance committee within 30 days of the emergency.
 - a. No other reimbursements for purchases are allowed.
4. All proposals for expenditures must be submitted by one of the SGA branch budgets.
5. The SGA Financial Officer will make recommendations to the Student Senate for allocations from the Capital Improvements and Emergency Fund.
 - a. Consideration will be given to a cost/benefit analysis, the suitability of the purchase to the purpose of the petitioning branch,

the ability of the purchase to serve many students, and the longevity of the purchase.

6. The fund will contain a maximum amount of 5% at any time and a minimum of 3% at the beginning of each academic year. At the end of each year, the remaining SGA Allocation funds will be allocated to the Capital Improvements and Emergency Fund for the following year, up to the maximum amount of \$15,000.
7. If the remaining SGA Allocation funds are insufficient to meet the minimum amount for the beginning of the next year, the balance of the 3% minimum will be taken off the top of the next year's SGA Allocation revenues, before branch budget allocations are determined. This is the responsibility of the SGA Financial Officer.
8. If there is more than \$4,000 remaining in the fund on March 31 of the year, the amount of money above the \$4,000 mark is available for regular distribution to SGA branches which demonstrate a strong need for additional funds.
 - a. Branches which apply for these extra funds must go through the normal process for petitioning and allocating funds from the Capital Improvements and Emergency Fund, as stated in this policy manual.
 - b. The SGA finance committee will make recommendations, and the Student Senate will determine if any branches are to receive these additional funds.
9. An amount of \$4,000 must remain in the Capital Improvements and Emergency Fund after such additional allocations are made, in order to cover any emergency situations which may

come up in the last few weeks of the year.

10. The following is the petition process:
 - a. A typed proposal should be submitted to the SGA Financial Officer.
 - b. The SGA Financial Officer will present the proposal to the Student Senate. In accordance with the SGA Bylaws, the Student Senate shall not vote on a fiscal matter at the meeting at which it is presented.
 - c. In the event that Student Senate does not approve the proposal, it is considered dead, and no further discussion will be considered. For the matter to come to the Student Senate again, the proposal must again pass through the SGA Financial Officer as outlined in this policy manual.

Section E-Food Policy

1. All executive branches shall have a budget line entitled “appreciation”. This budget shall cover all expenses related to retreats and training, committee recognition, and food for the executive committee. No money from any other line items may be used toward these programs and purchases.
 - a. Food and recognition purchases available to the student body (i.e. VN volunteer recognition or free popcorn at SAC movies) are acceptable as part of regular programming expenses. The “appreciation” budget for each executive committee (including Public Relations and Financial) shall not exceed \$10 per committee member per semester. Executives are included as members of the committee. All transfers into this budget line must be pre-approved by the SGA executive committee.

Section F- Appreciation Policy

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

for work that individuals do for the SGA. Gifts, in particular, are merely tokens and should not be given as a matter of course or as payment for work accomplished.

Article XIV- Senate

Section A- Senate Rules

1. Any proposal to be discussed by the Senate must be signed by five senators prior to consideration.
2. A two-minute time limit shall be imposed on all speakers during special orders and regular business.
 - a. Keynote speakers for special orders may be exempted from the speaking limit at the discretion of the chair.
 - b. The limitation does not apply to reports and announcements or other items of Senate business unless otherwise decided by a majority vote of the Senate.
 - c. The enforcement of any speaking limit is at the discretion of the chair.
3. All proposals amended by the Senate (and passed as amended) must be made available to Senators in the Office of Student Activities and through e-mail.
 - a. The *entire* amended proposal must be made available, as passed, by the Senate Parliamentarian within one week.
4. Once the speaker's list is opened by the Chair, there must be a 10 second period before one can move to previous question, to table, or to end debate.

Section B- Guidelines for Proxies

Senator and committee member attendance is essential in order for the Student Senate and SGA committees to function and perform their roles in service to the student body. According to the

SGA bylaws, and in order to ensure a quorum, senators and committee members who cannot attend meetings are responsible for sending a proxy. The following guidelines apply both to members of the Senate and SGA committees and their proxies:

1. A member shall:
 - a. Inform the proxy of the meeting time, place, and possible duration.
 - b. Provide the proxy with all necessary written and reference materials, including minutes of previous meetings, proposals on the table, and bylaws or other guidelines.
 - c. Discuss expected issues with the proxy and give instructions on how to vote on proposals on the table.
 - d. Meet with the proxy after the meeting to review business and discussion from the meeting.
2. A proxy shall:
 - a. Arrive on time and attend the entire meeting.
 - b. Collect all materials distributed at the meeting and deliver them to the member.
 - c. Speak with all the rights of a full member.
 - d. Cast votes which reflect the will and intent of the member, abstaining from any votes for which the member has not provided clear instructions for voting.
 - e. Meet with the member to review business and discussion from the meeting.
3. An ex-officio member may not serve as a proxy for another member, voting or ex-officio. An ex-officio member must also send a proxy in the event of an absence.
4. The SGA Vice President and SGA Executive Assistant will prepare a written report of member absences

with and without proxies no less than once per semester. The report will be made available to the student body and student media organizations in the Office of Student Activities and will reflect permanent proxies for academic conflicts.

Section C-Amendments

1. A proposal to amend the Policy Manual may be submitted at any Senate meeting.
2. Changes to the Policy Manual can be adopted by a majority vote of the Senate.
3. No amendment shall be voted upon at the same meeting that it is proposed.

Article XV- Elections

Section A- Overview

Candidates are responsible for adhering to all election guidelines. The following guidelines apply to all candidates, including write-ins. Election regulations can be found in Article XVI of the Student Government Association Bylaws, which can be obtained by contacting the chair of the Election Commission. These guidelines and the Student Government Association Bylaws will be made easily available to every candidate, and one copy of each document will be distributed to each area coordinator and the Director of Residence Life.

If you have any questions or concerns, please contact the Chair of the Election Commission.

Section B-Candidate Regulation Information

1. All candidates must register to have their name placed on the ballot by submitting a registration form and a completed petition to Office of Student Activities by a time and date to be

designated by the Election Commission. Hall Senator candidates must submit a registration form and a completed petition to the respective area coordinator by a time and date designated by the Election Commission.

2. Petitions and registration forms for spring elections will be made available in the Office of Student Activities to candidates two weeks before the date of the primary elections. For fall elections, petitions and registration forms will be made available two weeks before the general election date. Hall Senator candidates may obtain forms from the front desk of each respective residence hall. Other fall election candidates may obtain forms in the Office of Student Activities.
3. Registration forms will be posted publicly in the Buntrock Commons and through links on the SGA web page. Hall Senator registration forms will be displayed in each residence hall.
4. All candidates are required to attend a mandatory campaigning meeting at a date, time and location to be determined by the Election Commission. Candidates who are unable to attend this meeting should contact the chair of the Election Commission immediately.

Section C- Campaigning Regulations

1. Campaigning for registered candidates will begin at a time and date to be determined by the Election Commission. Any campaigning that takes place prior to this time will result in disqualification, except for preparatory meetings and details.
2. Campaign expenditures are limited to \$45 for each candidate. The candidates for SGA President and SGA Vice President are limited to \$90 jointly.

- a. Each candidate may only spend money on his or her individual campaign. This expenditure limit includes all materials purchased pertaining to the election (materials to be handed out, paper, ink cartridges, print center charges, etc.), as well as donations and gifts from supporters.
 - b. Such general items as tape, glue, etc. need not be accounted for.
 - c. Candidates in contested races must submit an itemized expense report, with receipts, of all campaign expenditures to the chair of the election committee by 9:00 AM for both primary and general elections. Any item that does not have a receipt will be charged St. Olaf Bookstore prices.
 - d. The Election Commission will penalize candidates who overspend.
3. Candidates may not use any residence hall, Student Activities, or SORC paper and materials for campaigning.
 - a. The use of any Student Government Association facilities or materials is prohibited. Violations include the use of the Student Government Association or SORC computers and Xerox machines.
 4. Campaign materials and practices are under the jurisdiction of the Commission. Candidates are responsible for the content and placement of all campaign materials.
 - a. The Election Commission reserves the right to censor any material that it deems unsuitable for the St. Olaf community.
 - b. All materials created either by candidates or officially recognized student organizations must bear the name of the party responsible for the creation of the materials.
 - c. If a candidate thinks of an idea for campaign material that is not discussed in either the Student Government Association Bylaws or this Policy Manual, they must get Election Commission approval before going forth with the idea.
5. Use of the Caf Flyer and the cafeteria tables is prohibited.
 6. Campaign Materials
 - a. Signs- The following types of signs are allowed:
 1. Large posters--only permitted in Buntrock Commons and cannot exceed 2.5 feet x 2.5 feet (in accordance with the Buntrock Commons poster guidelines).
 2. Flyers, which cannot exceed 11"x17".
 3. Support signs of any size and form created by individual students are permitted only in those student's own residence hall rooms or on those students' own residence hall room doors.
 - b. Candidates and student organizations cannot create individual support signs for select or mass distribution.
 - c. No sign may be secured to glass or cover glass in any

academic building or residence hall.

- d. No material may be posted in classrooms or posted or written on blackboards.
- e. Signs may not be attached to the floor in any building.
- f. Consistent with Residence Hall policy, a maximum number of fliers set forth by Residence Life shall be permitted.
- g. The following regulations are specific to the respective buildings for at-large elections:
 1. No posters may be placed in any of the following buildings:
 - a. Christiansen Hall of Music
 - b. Steensland Gallery
 - c. Old Main
 - d. Speech-Theater Building
 - e. Boe Memorial Chapel
 - f. Skoglund/Tostrud Athletic Centers
 - g. Manitou Fieldhouse
 - h. Dittmann Center
 - i. Administration Building
 2. Buntrock Commons Regulations
 - a. No more than one (1) poster is allowed above the PO's.
 - b. No more than one poster is allowed in the cafeteria.
 - c. No more than five (5) flyers are permitted in the Commons.
 - d. Signs are only allowed on bulletin boards that allow public postings.
 - e. Candidates may not hang signs over other candidate(s)' posters

- f. All posters must be approved by the Office of Student Activities.

3. Residence Halls

- a. No more than ten (10) fliers can be placed in each residence hall.
- b. All Residence Hall fliers must be approved by the Residence Life Office before posting.
- c. No campaign material may be distributed under residence room doors.
- d. All publicly visible campaign material constitutes a flier, with the exception of individual support signs.
- e. One large poster may be hung in a designated area as long as approved by the Area Coordinator.

4. Rolvaag Library

- a. Five (5) or fewer fliers are permitted on bulletin boards in the foyer.
- b. Fliers are not permitted within the building.

5. Five or fewer fliers are permitted anywhere, except on departmental bulletin boards, in the following buildings:

- a. Science Center
- b. Holland Hall

- h. Officially recognized student organizations may create and post fliers supporting or endorsing any and all candidates in a given election.

1. Fliers may be posted in all buildings where

- announcement of the winners of the final election.
7. No campaigning, with the exception of posted fliers, is permitted on the second floor of Buntrock on election day. Posted fliers may not be within a twenty (20) foot radius of the polling place. For Hall Senator elections, no campaigning is allowed within a 20-foot radius of the polling place on election days. It is the responsibility of each candidate to ensure that any acquaintance who may be staffing the polling place remain neutral during the election.

Section E-Complaints and Challenges

1. Neglect for any of the listed regulations, either in the Student Government Association Bylaws or in these election guidelines, is grounds for disciplinary action. Disciplinary actions include, but are not limited to:
 - a. Apology to affected parties
 - b. Public apology
 - c. Removal of campaign material in a specified area
 - d. Docking of votes
 - e. Disqualification
2. Removing, obstructing, or vandalizing another candidate's signs or materials is cause for disqualification.
3. Complaints and challenges made by any student of St. Olaf College regarding the placement or content of signs or any other election and campaign aspect must be e-mailed or hand delivered to the chair of the Election Commission within twenty-four hours after the results of the election have been made public. Concerned parties may contact the chair of the Commission through the Office of Student Activities.

4. The Election Commission is the final authority in determining the validity of any complaint or challenges, and the Commission makes final decisions for disqualification, complaints, and challenges based on the following sources, listed in the order of precedence:
 - a. The Student Government Association Bylaws
 - b. The Student Government Association Election Guidelines
 - c. The Election Commission
 - d. The chair of the Election Commission

Article XVI- Miscellaneous

Section A-Publicity Guidelines

1. Creating/changing guidelines
 - a. The SGA publicity committee determines publicity guidelines.
 - b. Contact the SGA publicity committee or the SGA PR Co-coordinators about new ideas, suggestions and questions relating to the Publicity Guidelines.
2. Roll paper/Newspaper-Type signs for organizations publicizing in Buntrock Commons
 - a. A maximum of one (1) roll paper sign for each event.
 - b. Sign dimensions must not exceed one (1) roll in width and three (3) feet in length as marked on the SGA/SOC poster making tables.
 - c. All roll paper signs in Buntrock Commons must be date stamped in the Student Activities Office.
 - d. Posters may stay up for a maximum of seven (7) days

- after posting, after which they must be removed.
- e. Roll paper signs can only be hung on the bulletin strips above the P.O. boxes, and for safety reasons, may not hang over doorways or from the ceiling.
3. Taping
 - a. Taping promotional materials to sidewalks is not allowed.
 - b. Taping (of any kind) in Buntrock Commons is not allowed.
 4. Penalties – violating these publicity guidelines will result in penalties
 - a. Materials in violation will be removed and stored in the Student Activities Office.
 - b. A note will be sent (by whom) to the person (or organization) responsible, explaining the violation and inviting the person to retrieve the materials from the Student Activities Office, to address the violation and repost the materials.
 - c. If taped materials are not removed according to guidelines, the group responsible will be contacted and expected to remove the materials correctly or clean up any residue from improper removal.
- have been turned in (by the stated deadline), they will be turned over to the SOC.
- c. Review and Selection – The SOC executive committee and VN Coordinator will review each application based on the selection criteria established in this policy manual and submit four or fewer finalist organizations to the Student Senate for consideration. This process will be completed no later than one week after the application deadline.
 - d. Duty of SGA Vice President – after receiving four or fewer finalist organizations from the SOC, the SGA Vice President will invite a representative from each of the four or fewer finalist organizations to present at a Student Senate meeting.
 - e. Selection of final organization – after listening to and asking questions of each of the four or fewer finalist organizations, the Student Senate will select which organization(s) will be granted a cafeteria fast, based on the selection criteria established in this policy manual. This decision will be made by a simple majority vote at the same meeting in which the presentations were made.
 - f. Notification of the Final Organization or Program– after the Student Senate selects the organization(s) or program(s) to receive cafeteria fast, the SGA Vice President or SOC Coordinator will inform the four or fewer finalist organizations or programs of the results, either

Section B-Cafeteria Fast – Internal Operations

1. Applications
 - a. Printing – the expense of the cafeteria fast applications, rules and regulations will come out of the SGA administrative budget (010-92007-0002).
 - b. Collection – once all of the applications for a cafeteria fast

by letter, phone call or email. This process will be completed no later than one week after SOC submits the final four or fewer applications to the Student Senate.

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

Section C-Cafeteria Fast - Rules and Regulations

1. The cafeteria fast will be open to all recognized student organizations and Volunteer Network programs, provided they meet the following criteria:
 - a. The organization or program has been officially recognized by the SOC or VN respectively and has been active for at least one year.
 - b. The organization or program has turned in an application for a cafeteria fast and received all the required signatures.
 - c. The organization or program has met with the Student Senate and received permission to go ahead with the cafeteria fast.
2. Any organization or program wishing to hold a cafeteria fast must qualify for funding from the SOC and VN.

3. No organization or program may hold more than one cafeteria fast per year. This rule may be waived in the event that no other applications have been submitted, and it can also be used as a tie-breaker between two final cafeteria fast requests.
4. All applications must be turned in by the specified due dates.
5. Procedure for Organizations or Programs
 - a. Fill out the application form and return it to the Student Activities Office no later than the date specified on the application.
 - b. Present to the Student Senate at a date specified by the SGA Vice President.
 - c. No later than two weeks following the fast, submit the following information to the SOC: the name of the organization or program, the date of the fast, the number of people involved, and the dollar amount collected. This information will be kept on file with the SOC for use in determining qualifiers for future cafeteria fasts.
6. Exceptions
 - a. If the SOC has not received any applications by the deadline stated on the application, a new application deadline, occurring one month later, will be assigned. If no applications are submitted by the second deadline, no organization or program will be allowed to hold a cafeteria fast during the semester.
 - b. For the first semester, if the fifth Monday of the semester falls during Fall Break, the

deadline will be the Friday
before Fall Break begins.

7. Criteria for Evaluation of Proposals
 - a. The selected organization(s) or program(s) should not have recently held a cafeteria fast.
 - b. The merit of how the selected organization(s) or program(s) will use the money earned from the cafeteria fast should be considered.
 - c. The selected organization(s) or program(s) should try to do something that will benefit others with the money earned from the cafeteria fast (e.g. helping a homeless shelter would receive higher consideration than buying group sweatshirts).
 - d. The quality of the organizations' or programs' proposal should be considered.
 - e. The time spent by the organization(s) or program(s) in preparation for the cafeteria fast should be considered.
 - f. The number of participants who would benefit from the money earned from the cafeteria fast should be considered.
 - g. The amount of effort put into trying to hold a cafeteria fast by the organization(s) or program(s) should be considered.