Student Government Constitution

Preamble:
We, the students of Coe College, acting under the authority delegated to us by the Board of Trustees, in order to foster a spirit of unity among all members of the Coe Community, hereby establish this Constitution for the accomplishment of these ends. We will be committed to the goals of higher education. We will coordinate, encourage, and guide student activities; provide opportunities for the exercise of student leadership and responsibility in a working democratic organization; and assume such powers and perform such duties as may better the general welfare of the Student Body. We will do so without regard to sex, age, race, creed, color, national or ethnic origin, sexual orientation, gender identity, political affiliation, or disability.

Article I. Student Body

Section 1.
The Student Body shall consist of those persons who are registered as Coe students and who pay the Student Activity Fee.

Section 2. The constitutional rights and privileges of the student body are:
   A. The right to establish a Constitution and a Student Government.
   B. The right to elect and President and Vice-President of the Student Body.
   C. The right to election Student Senate Representatives.
   D. The right to vote in elections and referenda.
   E. The right to recall members of the Student Government.
   F. The right to petition the Student Government.

Section 3.
A President and Vice-President shall be elected to preside over the Student Body and the executive functions of the Student Government. The President shall have the right to convene the Student Body.

Article II. Members of the Student Senate

Section 1. The Student Senate shall be composed of the following:
   A. Four representatives from Armstrong Hall.
   B. Three representatives from Douglas Hall.
   C. Six representatives from Greene Hall.
   D. Four representatives from Murray Hall.
   E. Four representatives from Voorhees Hall.
   F. Two representatives from Kohawk Village, E Ave houses and apartment, C Ave House, BSEO House, Multicultural apartment, Kohawk House, Pink House, 4-Plex and 8-Plex.
   G. Two representatives from First Avenue Apartments.
   H. Three representatives from Morris House/Schlarbaum House/Brandt House/Spivey House/Old Apartments.
   I. Two representatives from off-campus housing.
   J. At-Large seats as administered by Article V Section 7 of this constitution.

Section 2.

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Each Student Senator shall be elected from and be a member of the district from which he or she is elected. Senators are expected to live in and represent that district for the remainder of their term.

Article III. Chairperson of Student Senate

Section 1. Election of the Chairperson.
A. The Chairperson shall be elected from and by a majority vote of those Student Senators present. This election shall occur at the first meeting of the Student Senate in the spring and fall.
B. The Chairperson may be removed by a majority vote and new Chairperson must be elected before any further business occurs.

Section 2. Duties and Responsibilities.
A. The Chairperson shall preside over all meetings of the Student Senate in accordance with this Constitution, the Student Senate Standing Rules, and the current version of Robert’s Rules of Order.
B. The Chairperson shall notify terminated senators immediately.

Section 3. Absence of Chairperson
A. In the event of the Chairperson’s absence the Recording shall begin the meeting and immediately call for the election of a temporary Chairperson.
B. This temporary office may only be filled by a member of the Student Senate.
C. This temporary Chairperson shall fulfill the responsibilities of the office for the duration of the meeting.

Article IV. Student Body Executive Office

Section 1.
The Executive Committee of the Student Government shall have the responsibility for the Student Government. This responsibility shall be defined by the provision of this Constitution, the Student Senate Standing Rules, and legislation of the Student Senate.

Section 2.
The Executive Committee of the Student Government shall consist of the elected President and Vice-President of the Student Body, the appointed Treasurer of the Student Body, the appointed Communications Officer of the Student Senate, and the appointed Recording Secretary of the Student Senate.

Section 3.
No member of the Executive Committee of the Student Government shall be a member of the Student Senate. If a member of the Student Senate accepts an appointment to an Executive Office, he or she must immediately resign as a member of the Student Senate.

Section 4.
Appointees to the Executive Committee shall take office upon being approved by a majority vote of the Senate.
Section 5.
The duties and responsibilities of the President and Vice-President of the Student Body continue throughout the summer.

Article V. Qualifications, Election to, and Removal from office- Student Senate

Section 1. Candidates for the Student Senate seats must:
   A. Be residents of the districts they are elected to represent.
   B. Have paid the Student Activity Fee.
   C. Submit a petition bearing ten unique signatures from residents of the district, or receive 10 votes if a write-in candidate.

Section 2.
Election of Student Senators shall be held within 15 days of the fall academic semester.

Section 3.
The conduct of elections shall be the responsibility of the committee on Elections.

Section 4.
Senators elected shall take office at the Senate meeting following their election.

Section 5.
The Student Senate may expel any member by a four-fifths vote.

Section 6.
If any vacancies occur within the senate, the underrepresented district’s Board of Directors will be contracted by the recording secretary and given the option of filling the vacant positions. If the board of directors does not appoint a representative within seven days, or in the case of seats of senators from off-campus, an election must be held to fill vacancy.

Section 7.
If fewer candidate stand for election in a district than that district’s allocated number of senators, the seats shall be converted to at-large seats, and the committee on Elections shall schedule a special election within 72 hours to fill them. If more candidates shall be eligible to stand for election in such a special election.

Section 8.
   A. Upon dismissal or resignation of a senator holding an at-large seat under Section 7 of this article, the seat shall be first sent to the Board of Directors for the most poorly represented district listed under Article II Section I of this constitution. It shall be treated as outlined in Section 6 of this article as though it belonged to that district.
   B. Upon dismissal or resignation of a senator holding an at-large seat under Section 7 of this article, the seat shall return to the jurisdiction of the district corresponding Board of Directors from which it was first drawn. The Recording Secretary shall keep a record of the vacated seats converted to at-large seats for this purpose.
Section 9.
A petition bearing the signatures of one-fifth of the members of a senator’s district shall force a referendum on the Senator. The senator shall be recalled if four-fifths of the Senator’s voting constituents vote in favor of the recall.

Article VI. Qualifications Election to, and Removal from office- Student Government Executives

Section 1.
A. The President and Vice-President of the Student Body shall be the elected officers of the Coe Student Body.
B. Presidential and Vice-Presidential candidates shall run on the same ticket.

Section 2.
Candidates for President and Vice-President of the Student body must:
A. Have at least 12 academic credits, of which 8 must be from Coe, prior to their election.
B. Be in good academic standing as defined by the Student Handbook.
C. Pay the Student Activity Fee.
D. Submit a petition bearing the signatures of one-tenth of the Student Body.

Section 3.
No Presidential or Vice-President candidates may be registered for off-campus programs during the spring or fall terms of their tenure of office.

Section 4.
A. The electoral debate shall be held during the spring semester seven to ten days before the election of the Student Body President and Vice-President.
B. The election of the President and Vice-President shall be held within fifteen days of the beginning of the spring academic semester. They shall take office during the next meeting of the Student Senate.

Section 5.
The conduct of elections shall be the responsibility of the committee on Elections.

Section 6.
A. The Student Senate may recall a member of the Executive Board by a four-fifths vote.
B. Members of the executive committee may also be removed by a referendum, which shall be initiated if a petition bearing the signatures of one-fifth of the student body.
C. If the President or Vice-President of the Student Body is removed, an interim President or Vice-President shall be appointed by a two-thirds vote of the Student Senate, and a new election shall be scheduled.
D. Other vacancies in the Executive Board shall be filled by appointment and confirmation pursuant to Article IV Section 4.
Article VII. Student Body Referenda

Section 1.
A Referendum shall consist of a vote of the Student Body on some measure submitted to them by a two-thirds vote of the Student Senate or a petition bearing the signatures of 20% of the Student Body. It shall be the responsibility of the committee on Elections to administer all Student Body Referenda and the results shall be obligatory on the Student Body and Student Senate. Referenda shall pass only with two-thirds affirmative vote of the voting Student Body.

Article VIII. Meetings

Section 1.
The Student Senate shall meet each week during the academic year on Wednesday evenings at six-o’clock. The Senate shall not meeting during weeks in which academic break or final exams occur or during winter break. The senate shall not meet on days when classes have been cancelled, including Flunk Day. TO meet at a time outside of those outlined in this section shall require a motion to meetin in such circumstances, and such motion shall require a two-thirds vote of the Student Senate.

Section 2.
The Chairperson shall determine the location of the Student Senate meetings. To the greatest extent possible, all meetings should be held in the same location every week. In the event that the meeting location must change, the Chairperson shall notify the Recording Secretary, who shall notify the Student Body of the alternate location. Hold a meeting at an off-campus location shall require a two-thirds vote of the Senate.

Section 3.
The Student Senate shall use the absence procedure defined in the Student Senate Standing Rules.

Section 4.
The floor is restricted to current students, administration and faculty unless prior approval has been given by the Chairperson at least 48 hours in advance.

Section 5.
Votes on the substantive motions shall be taken in a manner permitting the Recording Secretary to record each Senator’s vote unless such motion passes by unanimous consent. The Chairperson shall have sole authority to determine whether a motion is substantive, with the exception that main motives to allocate funds shall always be considered substantive and motions to recess, adjourn, or fix the time at which to adjourn shall not be considered substantive.

Section 6.
The Student Senate shall hold as standing rules the Student Senate Standing Rules unless a motion to suspend them passes. Such a motion shall require a two-thirds majority for passage.
**Article IX. Documents**

Section 1. Agendas.
The Recording Secretary, with advice of the Executive Committee and the Chairperson, shall prepare the agenda for each senate meeting. The Recording Secretary shall distribute the agenda and the previous meeting’s minutes at least 24 hours prior to each meeting.

Section 2. Minutes.
The Recording Secretary shall keep written minutes for all meetings of the Student Senate. The minutes shall be kept in accordance with Robert’s Rules of Order.

Section 3. Alternate Officers
In the event of the absence of the Recording Secretary, the Communications Officer will fulfill the duties of the Recording Secretary.

Section 4. Applications
All applications made available to the Student Body for positions which the Student Senate is empowered to fill shall contain a full and accurate description, quoting appropriate sources, of the duties and powers of the body to which the applicant seeks elections and the term designated for each position.

Section 5. Budget.
A record shall be kept, but the Treasurer, of the Student Activity Fee Funds as passed by the Student Senate, including all amendments which the Student Senate may make to the appropriations recommended by the Committee on the Budget and Finance.

Section 6. Signature to the Financial Section of the Constitution.
   A. Before an allocation is sent to any organization receiving budgeted or special funds from the Student Senate for a given term, a copy of all financial sections of the Constitution and all guidelines issued by the Committee on Budget and Finance shall be sent by the Treasurer of the Student Government to that organization at the beginning of that term.
   B. Only after the Chief Operating and Financial Officers of an organization have returned a signed copy of the financial sections of the Constitution to the Treasurer of the Student Government shall an allocation be disbursed to the organization for that term.

Section 7. Filing the Documents.
At the end of the academic year, the agendas and minutes of all Student Senate meetings, the budget passed by the Student Senate that year, and financial sections of the Constitution shall be filed together in electronic format the office of Student Senate.

**Article X. Board of Operations**

Section 1. Literary Board of Operations.
   A. There shall be a Board of Operations for the Coe Review, Colere, and Pearl, which shall oversee their operations and name the editors.
   B. Its membership shall include:
      1. Editor of the Coe Review.
      2. Editor of the Colere.
      3. Editor of the Pearl.

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4. Faculty member of the English Department who shall be named by the Chairperson of that department.
5. Dean of Students or his/her delegate.
6. A representative from the Student Senate.

C. The Board Members shall elect a Chairperson from their committee, who may be replaced at any time by the election of a new Chairperson. The Chairperson shall have a vote on all issues.

D. The Board shall meet from time to time as necessary for the stability and quality of its operations.

E. Either the Chairperson or three of its members may call a meeting of the Board.

F. The Board shall approve the budget request of Coe Review, Colere, and The Pearl before final submissions to the Student Senate.

Section 2. Cosmos Board of Operations.

A. There shall be a Board of Operations for the Cosmos, which shall oversee its operation and its editor.

B. Its membership shall include:
   1. Editor of the Cosmos.
   2. Assistant Editor of the Cosmos.
   4. A representative from the Student Senate.
   5. The Chair of the Communications Studies Department or his/her delegate.
   6. A member of the college administration or faculty named by the President of the College.
   7. The Vice President for Student Affairs or his/her delegate.

C. The Board members shall elect a Chairperson from their committee, who may be replaced at any time by the election of a new Chairperson. The Chairperson shall have a vote on all issues.

D. The board shall meet annually to select the Editor and from time to time as necessary for the stability and quality of its operations.

E. Either the Chairperson or three of its members may call a meeting of the Board.

F. The Board shall approve both staff appointments for the Cosmos and its budget requests before final submissions to the Student Senate.

Section 3. Student Activities Committee Board of Operations.

A. There shall be a Board of Operations for the Student Activities Committee (SAC) which shall oversee its operations and name Chairperson and Business Manager of SAC.

B. Its membership shall include:
   1. Chairperson of SAC.
   2. Business Manager of SAC.
   3. A representative from the Student Senate.
   4. President of the Student Body or his/her designate.
   5. Dean of Students or his/her delegate.
   6. An advisor named by the Associate Dean of Students Affairs from either the college administration or faculty.
   7. The Treasurer of Student Senate.
C. The Board shall meet annually to select the Chairperson and the Business Manager. In addition the board shall meet monthly to insure continued stability and quality of its operations.

D. In the event that the Board does not meet two times during a term, the percentage of the Student Activity fee that is automatically allocated to SAC in the Financial Section of this constitution shall be denied for the following semester.

E. The board shall review and approve the SAC budget as submitted by the Chairperson and Business Manager.

F. The Board shall periodically review the financial status of SAC and approve its budget requests before final submission to the Student Senate.

Article XI. Ad Hoc/Special Committees

Section 1. Purpose.
Ad hoc committees of the Student Senate shall aid the Senate in the research and development of specific ideals and proposals as well as perform other duties as assigned to them by Student Senate.

Section 2. Membership.
A. Membership shall be open to all Senators.
B. The President and Vice-President of the Student Government shall be non-voting, ex-officio members of all ad hoc committees.
C. The Chairperson of the Student Senate shall be a voting, ex-officio member of all ad hoc committees.

Section 3. Chairperson
The Chairperson of each ad hoc committee shall be elected by a majority vote of the committee and may be replaced at any time by the election of a new Chairperson.

Section 4. Quorum.
A majority of voting members shall constitute a quorum.

Article XII. Judicial Board

Student members of the college Judicial Board shall be appointed by the Student Senate in accordance with the procedures outlined in the current Coe College Student Handbook. Applicants shall be confirmed by a majority vote of the Student Senate.

Article XIV. Student Activities Committee (SAC)

Section 1. Criteria for Membership.
A. Candidates for Chairperson or Business Manager of the Student Activities Committee must be registered as a full-time student, have paid the Student Activity Fee, be in good academic standing and must not be registered for off-campus programs during the expected term of office. All candidates for Chairperson or Business Manager of SAC must be approved by a two-thirds vote of Student Senate.
B. Candidates for membership on the Student Activities Committee must be registered as a fulltime student, have paid the Student Activity Fee, and be in good academic standing.
Section 2. Composition and Selection Process.
   A. The Student Activities Committee shall be composed of the Chairperson, a Business Manager, an administrative representative and any other officers that the SAC Board of Operations may deem necessary.
   B. Candidates for Chairperson and Business Manager on the Student Activities Committee shall be selected annually by the SAC Board of Operations. This selection shall occur during the month of December.
   C. Candidates for other officer positions on Student Activities Committee shall be elected annually by a majority vote of the Student Activities Committee members during the month December.
   D. The Administration Representative shall be appointed by the Associate Dean of Student Affairs.

Section 3. Period of Appointment.
   A. The newly selected Student Activities Committee shall be responsible for planning and carrying out activities, during their term in office.
   B. The term of office for the Chairperson and Business Manager of the Student Activities Committee shall begin after their election in December.

Section 4. Recall.
   A. The Student Senate may by a two-thirds vote recall any member, or all members, of the Student Activities Committee before an expiration of his/her designated term.
   B. The Student Activities Committee may by a two-thirds vote recall any member of the committee before an expiration of his/her designated term.
   C. One-fifth of the members of the Student Body may petition to order a recall election for a member of the Student Activities Committee. If a majority of those voting approve, the member shall be removed from the office.

Section 5. Duties of SAC Officers.
   A. The Chairperson and Business Manager shall serve as voting members of the Student Activities Committee. Meetings shall be at the discretion of the Chairperson or the Business Manager.
   B. It shall be the Chairperson’s responsibility to coordinate the Committee’s activities with those of other appropriate college organizations, and report to the SAC Board of Operations on a monthly basis.
   C. The Business Manager shall be in charge of all financial operations SAC. His/Her signature must be used on all financial transactions for that transaction to be valid.
   D. The Administration’s Representative shall serve as a voting member of the Student Activities Committee. It shall be his/her duty to perform such administrative tasks as may require that persons special skills, to act as the committees negotiating agent and to provide continuity of experience from year to year.

Article XV. Financial Procedures

Section 1. Organizational Procedure.
All major officers and authorities of organizations receiving funds from the Coe College Student Senate must agree, by signature, to the following governing regulations to be eligible to receive funds from the Student Senate.

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A. All organizations, and Chief Operating and Financial Officers of organizations, shall handle
their funds in accordance with this Constitution.
B. To be considered for annual Student Senate funding, an organization must be first to be
recognized by the Student Affairs Committee of Coe College.
C. Receipts for any and all expenditures of Student Senate funded organizations must be kept
on record for at least two years in accordance with this constitution.
D. Any and all cash and/or checked income received by the aforementioned organizations
and/or the organization’s Financial Officer must be deposited in the organization’s account
in the Coe College Business Office.
E. The Chief Operating and Financial Officers of each organization shall be held personally
liable for any debts and misappropriation under their jurisdiction and within their
responsibilities as officers of these organizations.
F. No salesman, business manager, or other responsible duly delegated officer of an
organization which receives funds from the Student Senate shall take a receive a
commission.
G. The Student Activities Fee shall not be used to fund any salaried position or to pay an
hourly wage.
H. If any funds of an organization which received financial assistance from the Student Senate
are used for person gain or any purpose other than to carry out the proper business of the
aforementioned organization, the violator(s) shall be indebted to the Student Senate for the
misappropriated amount and shall be barred from ever again holding any elective office
directly or indirectly associated with the Student Senate. The violator(s) shall be referred to
the Judicial Board of Coe College. A senator from B&F and a Senator from O&A shall be
involved with the hearing.
I. No Student Senate funded organization shall deficit spend without the written approval will
result in the personal financial responsibility to the Chief Operating and Financial Officers
for the amount of the deficit.
J. During the fall and spring semesters the itemized budget of each Student Senate funded
organization and organizations applying for the Student Senate funding shall be submitted
to the Treasurer of the Student Senate no later than the date specified by him or her. It is the
responsibility of the Financial Officer to each organization to submit to the Treasurer of the
Student Senate no later than the date specified by him or her. Failure to do so may result in
sanctions from the B&F Committee also had the opportunity to ask representatives from the
organization to appear in front of them to answer and questions the B&F Committee may
have. During this review any appropriate revisions shall be made. The revision discussion
shall be then returned to the organization. Each organization shall then have the chance to
appeal any budget revision by appearing in front of the Student Senate. Criteria for
distribution of the Senate funds shall be:
1. Appeal and availability of organization’s membership to the students of Coe College.
2. Appeal and availability or organization’s activities to the students of Coe College.
3. Educational wealth of organizational activities.
4. Past proper management of Student Senate funds.
5. Adheres to B&F guidelines.
K. A failure to meet any of the criteria specified above is sufficient reason to deny the
allocation of funds for the organization’s intended purpose.
L. Each semester the Student Activity Committee will be guaranteed 10% of the semester’s
budget under the terms that the Student Activities Committee provides the Budget and
Finance committee a monthly review of how the 10% is being spent.

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M. Any Student Senate funded organization, which disbands, shall return an unused portion of its allocation or assets to the Student Senate office.

N. All organizations receiving funds approved by the Student Senate shall return unused portions of said funds to the Student Senate by the last full day of class of the specified term, unless otherwise specified by the Student Body Treasurer.

O. No single organization can receive 50% or more of the Student Activity fee in a single semester.

P. Funds from the student activity fee can only be used for events that are inclusive. Inclusive being defined as, reasonably open to all members of the student body regardless of their race, religious preference, national origin, sexual preference, gender identification, or organizational ties.

Section 2. Source of Funds.

A. All voting members of the Coe College Student body shall pay an annual Activity Fee, the amount to be determined by the Student Senate. The fee shall be collected by the college Business Office.

B. Funds received from such Activity Fees shall be distributed for payment in two payments collected at the beginning of fall and spring terms. One half of the fee shall be collected for the fall term and one half shall be collected for the spring term. All revenues from these fees shall be posted in the general treasury of the Student Senate.

C. When possible, a standing balance of no less than $2000 shall be maintained in the general treasury of the Student Senate.

D. Students who will be participating in academic programs outside of the Cedar Rapids area may be eligible to receive a refund of the Student Activity Fee for the term. Students can do so by petitioning the Student Senate Treasurer in writing with their signature and identification number within 30 days of the first day of class for that term. Final decisions for a refund will be made at the discretion of the Executive Board of the Student Senate within one month of receiving the petition.

Section 3. Section of Additional Funds.

A. No organization receiving funds from the Student Senate for any given academic year shall receive any additional funds from the Student Senate’s allocated funds after the said appropriation has been recommended by the Student Senate.

B. Exceptions for allocating money from the unallocated balance shall be considered on an individual basis by Student Senate in accordance with the following procedure:
   1. The organization seeking special funds shall be present its case to the Committee on Budget and Finance.
   2. The Committee on Budget and Finance shall make its recommendation concerning the proposed exception to the Student Senate. The Committee’s favorable recommendation shall result in automatic consideration unless two-thirds of the Student Senate votes to reconsider the proposal.
   3. Final approval of the proposed exception shall require a majority vote of the Student Senate.
   4. If an organization’s request for additional funds is rejected by the Committee on Budget and Finance it can be brought to the floor by a two-thirds vote of Student Senate.

Section 4. Accounting Procedure.

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A. Each organization shall appoint or elect and Chief Financial Officer responsible for keeping accounts, writing checks, receiving and handling the financial matters of the organization.

B. Each organization shall follow the basic accounting procedure below:
   1. No items are overspent by more than ten percent up to a maximum of $100.00 without the approval of the Student Senate Treasurer.
   2. No organization shall spend appropriated monies on any non-budgeted item without the approval of the Student Senate Treasurer.
   3. An entry for all money deposited and all checks written with a description of the entry in the General Ledger Account.
   4. An entry in separate line item account. Entries are posted for General Account to line item account.
   5. An invoice or statement for each entry describing in detail the receipt or expenditure.
   6. Each Student Senate funded organization shall agree to submit books and records for the current academic year to the Assistant Controller by the date set by the Assistant Controller in conjunction with the Student Government Treasurer.
   7. The Student Senate reserves the right, by recommendation from B&F and two-thirds vote of the Student Senate, to remove all or part of an organization’s funds if that organization misuses the funds allocated by Student Senate.

C. Each organization which authorizes a member to make charge account purchases shall receive a detailed receipt of each purchase from the member himself/herself and shall request the member to have a final statement sent to the organization’s Chief Financial Officer. An organization should not pay a bill of this nature without the receipt and the statement.

D. Each organization will agree to submit books and records for an audit upon request of the Student Senate Treasurer.

E. The College’s Business Office shall perform the function of a banker and shall provide statements which document organization account activity upon request.

F. Failure to submit books and records by the assigned date as detailed by the Senate Treasurer will result in immediate suspension of Student Senate funds until said records have been received and approved by the Senate Treasurer.

G. Any organization whose accounting procedures are not keeping with procedures outlined in this constitution shall have its funds immediately suspended until said records have been approved.

H. The Student Senate Treasurer shall have mandatory general meeting with all Senate funded organization’s Chief Financial Officers at the beginning of the fall term to answer questions and insure complete knowledge of the financial section of this Constitution and what the responsibilities of the Treasurer are.

Section 5. Reserved Fund Account.

A. At the end of each fiscal year, the remaining balance of Student Senate’s unallocated funds shall be transferred into a Reserved Funds Account:
   1. The Reserved Funds Account shall be an interest bearing money market account to be maintained by the Treasurer of Student Senate with assistance from the Assistant Controller.
   2. Money in the Reserved Funds Account shall not be allocated during the fall and spring semester budget review.
   3. Student Senate funded organizations bringing proposals which seek “additional funds” (as defined in Section 3 Subsection A) exceeding $3500 are eligible for, but
not required to receive funding from the Reserved Fund Account. Upon the proposals initial approval, the B&F Committee shall determine, by two-thirds vote, if funding will be provided from the Reserved Funds Account.

B. Proposals drawing funds from the Reserved Funds Account must pass Student Senate by a two-thirds vote.

C. Supplementary allocation proposals under the $3500 cap will not be considered to receive funds from the Reserved Funds Account.

D. Funds from the Reserved Funds Account may not be transferred into the Student Senate’s unallocated balance unless Student Senate’s unallocated balance falls below $3500.

**Article XVI. Parliamentary Authority**

Section 1.
The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with this constitution, the Student Senate Standing Rules, or any special rules of order the Senate may adopt.

**Article XVII. Information Disclosure and Executive Session**

Section 1.
In order to maintain a sense of openness between the Student Body and Student Government all meetings of the Student Senate and its subsidiary committees shall be open to any student presently enrolled at Coe College.

Section 2.
In cases where a sensitive topic or information is to be discussed during the course of a meeting the committee, by an affirmative majority vote, may move the meeting into executive session thereby removing all persons present who are not current members of the Student Senate and/or said committee.

Section 3.
Any persons present at a meeting of an assembly in executive session shall be required to keep private all proceedings and information presented during the course of said meeting, including those persons who may not be members of said assembly.

Section 4.
A. The movement of the Student Senate or any of its subsidiary committees into executive sessions does not exempt the assembly from taking minutes.

B. However, minutes taken while operating in executive session, shall be read and acted upon only while in executive session unless that which would be reported on in the minutes - that is the action taken, as distinct from that which was said in debate - was not secret or secrecy has been lifted by the assembly.

Section 5.
Due to the nature of issues dealt with by the Committee on Oversight and Auditing its meetings shall operate exclusively in executive session.

**Article XVIII. Amendments to the Constitution**

RATIFIED BY THE STUDENT BODY 1-25-2016
Section 1.
A. A motion to amend the Constitution may be presented at any meeting of the Student Senate providing it has been placed on the agenda prior to its presentation.
B. Should two-thirds of those members present and voting agree to the proposed amendment, it shall be presented to the Student Body consideration. A favorable vote of two-thirds of the vote cast by the Student Body shall be necessary for adoption of the amendment.

Section 2.
Members of the Student Body may propose an amendment to the Constitution by submitting a petition bearing the signatures of one-fifth of the Student Body to the Recording Secretary. Two-thirds of those voting must approve the adoption of the amendment. Such a vote must be held within two weeks after petitions are received by the Recording Secretary.

Section 3.
Notwithstanding any other provision in this Article, the Committee on Constitutional Review may, by a majority vote, make any nonsubstantive amendment to the Constitution.

Article XIX. Ratification of the Constitution

Section 1.
The approval of two-thirds of the members of the Student Senate or a petition bearing the signatures of one-fifth of the Student Body shall be sufficient for presentation of this Constitution of the Student Body.

Section 2.
Upon favorable vote of two-thirds of the voting Student Body, this Constitution shall be considered ratified.

Section 3.
Upon ratification this constitution will supersede the provisions and authority of all other constitutions.

Section 4.
The Constitution as amended will be presented annually to the Board of Trustees for continuing approval.