

Student Government Bylaws

Article I. Documentation

Section 1.

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.

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.

Written minutes shall be taken at all committee meetings by a member selected by and from the committee.

Section 4.

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.

A record shall be kept, by 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.

- 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 Student Government Constitution, the Student Government Bylaws, and all guidelines issued by the Committee on Budget and Finance shall be sent by the Treasurer of the Student Body 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 mentioned above to the Treasurer of the Student Body shall an allocation be disbursed to the organization for that term.

Section 7.

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 II. 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.

Article III. Operational Committees of the Student Senate

Section 1.

The Operational Committees of the Student Senate shall be the Committee on Budget and Finance, the Committee on Constitutional Review, the Committee on Living Environment, the Committee on Oversight and Auditing, and the Committee on Public Relations.

Section 2.

Membership on Operational Committees shall be determined by the preferences of the individual Senator, with the consent of the Chairperson of Student Senate.

- A. Each Senator shall serve on either the Committee on Budget and Finance or the Committee on Living Environment with each of these Committees consisting of half of the Senate.
- B. Each Senator shall additionally serve on the Committee on Constitutional Review, the Committee on Oversight and Auditing, or the Committee on Public Relations with each of these Committees consisting of a third of the Senate.

Section 3.

The Student Body President and the Chairperson of Student Senate shall be allowed to attend all Operational Committee meetings.

Section 4.

Senators shall be required to attend all regularly scheduled meetings of the Operational Committees, given 48 hours notice.

- A. Unexcused absence of a Senator from Operational Committee meetings two times during the fall term or two times during the spring term will result in automatic dismissal from Student Senate. Each Operational Committee is counted separately for absences.
- B. Excused and unexcused absences shall be subject to the discretion of the relevant Chairperson.
- C. The Chairperson of the Committee shall be responsible for maintaining a record of excused and unexcused absences and for notifying the Recording Secretary of the Student Senate when a member does not attend a meeting.

Section 5.

A simple majority of voting Senators shall constitute a quorum for Committee meetings.

Section 6.

Chairpersons of Committees:

- A. The Treasurer of the Student Government shall be the Chairperson of the Committee on Budget and Finance.
- B. The Vice President of the Student Government shall be the Chairperson of the Committee on Living Environment.
- C. The Chairperson of the Student Senate shall be the Chairperson of the Committee on Constitutional Review.
- D. The Chairperson of the Committee on Oversight and Auditing shall be elected from the members of the Committee.
- E. The Communications Officer of the Student Government shall be the Chairperson of the Committee on Public Relations.

Section 7.

All Chairpersons of Operational Committees shall be non-voting members with the exception of the Chairperson of the Committee on Oversight and Auditing who will retain his or her right to vote.

Section 8.

The Committee on Budget and Finance shall be responsible for making recommendations to the Student Senate on matters concerning the funding and financial operations of all Student Senate funded organizations and activities. It shall be specifically charged with consideration and review of Student Activity Fee funds, as well as other questions as may be referred to it by the Student Senate or Student Body. Following the spring budget reviews each year, the Committee shall be required to submit a recommendation concerning the Student Activity Fee for the academic years following the budget period reviewed.

Section 9.

The Committee on Constitutional Review shall be responsible for making recommendations to the Student Senate on matters concerning the Student Government Constitution, the Student Government Bylaws, the Student Senate Standing Rules, parliamentary procedure, and other such questions as may be referred to it by the Student Senate or the Student Body.

Section 10.

The Committee on Living Environment shall be responsible for making recommendations to the Student Senate on matters concerning the living environment at Coe including such things as social rules, the social atmosphere, the residence hall environment, and other such questions as may be referred to it by the Student Senate or the Student Body.

Section 11.

The Committee on Oversight and Auditing shall be responsible for ensuring the proper direction and control of the Student Government and its related committees, ensuring compliance with all procedures outlined within the Student Government Constitution, enforcing any disciplinary actions as deemed necessary, reviewing the dismissal of members of the Student Senate or Executive Board, auditing the financial records of Student Senate sponsored organizations on a yearly basis, and handling any other issues as may be referred to it by the Student Senate or the Student Body.

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

Section 12.

The Committee on Public Relations shall be responsible for maintaining the Student Senate web page, coordinating all Senate fund raising activities, advertising for Student Senate sponsored activities and elections, and other such duties delegated to it by the Student Senate or the Student Body.

Article IV. The Committee on Elections

Section 1.

There shall be a Committee on Elections.

Section 2.

During the academic year, the Committee on Elections shall consist of members of the Senate who volunteer to participate.

- A. No candidate for President or Vice President of the Student Body shall serve on this Committee.

Section 3.

The Committee shall elect its Chairperson from among its members.

Section 4.

Written minutes shall be taken at Committee meetings by a member selected by and from the committee.

Section 5.

The Committee shall oversee the conduct of elections under the provisions of Article III of the Student Government Constitution.

Section 6.

It shall be the duty of the Committee on Elections to determine whether elections are to be held online or by paper ballot at least ten days prior to election day.

- A. All ballots must contain a write-in option except for run-off elections specified in Article V, Section 7 of the Student Government Constitution.
- B. Under no circumstance should a ballot containing votes for more candidates than valid seats be accepted.

Section 7.

In the event of a tie between candidates, a separate run-off election shall be held no more than three days after the election resulting in a tie. The only candidates on the ballot should be the tying candidates.

Section 8.

Election of Student Senators shall be held within three weeks of the start of the fall academic semester.

Section 9.

Committee on Elections shall schedule a special election within three days to fill at-large seat vacancies.

Section 10.

An electoral debate shall be held during the spring semester before the election of the Student Body President and Vice President.

Section 11.

Presidential and Vice Presidential candidates shall run on the same ticket

Section 12.

The election of the President and Vice President shall be held within four weeks of the beginning of the spring academic semester. They shall take office during the next meeting of the Student Senate.

Section 13.

Upon dismissal or resignation of a Senator holding an at-large seat, the Chairman of the Committee on Elections shall notify the Hall Council of the most poorly represented district listed under Article II, Section I of the Student Government Constitution and offer the seat to that district. It shall be treated as outlined in Article IV, Section 5 of the Student Government Constitution as though it belonged to that district.

Article V. Ad Hoc Committees

Section 1.

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 shall be open to all Senators.

Section 3.

The President and Vice President of the Student Government shall be non-voting, ex-officio members of all ad hoc committees.

Section 4.

The Chairperson of the Student Senate shall be a voting, ex-officio member of all ad hoc committees.

Section 5.

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 6.

A majority of voting members shall constitute a quorum.

Article VI. Standing Committees

Section 1.

All open positions in Standing Committees of Student Senate must be filled.

Section 2.

It shall be the responsibility of the Student Senate to select Senators and, under extenuating circumstances, appoint members of the Student Body to serve as student representatives to designated faculty, administration and trustee committees. The particular committees on which there will be student representatives and the number on each shall be determined through negotiation between the Student Senate and the College. All agreements thus reached shall be subject to the consent of the Student Senate. The student representatives on each committee shall be full and voting members of the committee with the same rights and powers afforded other committee members. Such committee membership does not, however, entitle the student representative to vote in meetings of the faculty, administration, or trustees as a whole. If a faculty, administration, or trustee committee is not filled by the senators the committee positions will be opened to Student Body Representatives.

- A. Any member of the Student Body not on academic probation is eligible to serve as a student representative to faculty, administration, and trustee committees.
- B. All Student Body Representatives must meet qualifications for student membership on faculty committees mandated by the current Faculty Handbook.
- C. Whenever possible, no individual will be assigned to more than one faculty, administrative, or trustee committee.
- D. Members of the Student Body must complete and return an application by the date set by the Executive Committee. The application shall include:
 - a. The name of the faculty, administrative, or trustee committee of which the individual wishes to be a member. If a student wishes to apply for more than one committee, they note the order of preference in the event they are not appointed to all committees.
 - b. A statement clarifying that they are available and willing to attend all scheduled meetings of the committee.
 - c. A brief explanation of why the individual would like to serve on the specified committee.
- E. Individuals interested in being student representatives must apply to the Student Senate for appointment. The Executive Committee shall review the applications and propose as slate of nominations to the Senate. Each appointment must be approved by a simple majority of the Senate.
- F. The appointment of a student representative is effective for one academic year.
- G. It shall be the responsibility of the Committee on Public Relations to ensure that a minimum of three signs advertising the availability of faculty, administrative and trustee

appointments shall be placed in each of at least Gage Union, the residence halls, and the academic buildings. All of these signs shall be placed at least 10 days before the applications are due. The signs shall include:

- a. The number of faculty, administration and trustee committee student representative seats open.
- b. The place or places where applications may be obtained and returned.
- c. The date applications are due.
- d. The place or places where committee descriptions and meeting times are available.
- e. The following Accountability Requirements:
 - i. As representatives, Senators and student representatives on faculty, administration, and trustee committees shall be accountable to the Student Senate and the Student Body.
 - ii. It is therefore the responsibility of all representatives on such committees to report the progress of their respective committees to the Student Senate on a regular and continuing basis. These reports will be given by student representative or read by the Communications Officer during the time set aside for Standing Committees reports and will be included in the minutes.
 - iii. Failure to carry out such responsibility shall affect review and/or possible removal of the Senator or student representative as decided by the Committee on Oversight and Auditing.

Article VII. Student Activities Committee

Section 1.

There shall be a Student Activities Committee that shall be responsible for planning and carrying out activities for the Student Body.

Section 2.

The Student Activities Committee shall be composed of a Chairperson, a Business Manager, an administrative representative and any other officers that the Board of Operations, as defined in Article VIII, Section 3, and whomever the Student Activities Committee may deem necessary.

Section 3.

There shall be a Chairperson and Business Manager of the Student Activities Committee

- A. These persons must be members of the Student Body, be in good academic standing as defined by the Student Handbook, and must not be registered for off-campus programs during the expected term of office. All candidates for Chairperson or Business Manager of Student Activities Committee must be approved by a two-thirds vote of Student Senate.

Section 4.

Candidates for membership on the Student Activities Committee must be members of the Student Body and be in good academic standing.

Section 5.

Candidates for Chairperson and Business Manager on the Student Activities Committee shall be selected annually by the Board of Operations of the Student Activities Committee . This selection shall occur during the month of December.

- A. Candidates for other officer positions on the Student Activities Committee shall be elected annually by a majority vote of the Student Activities Committee members during the month December.
- B. The Administration Representative shall be appointed by the Associate Dean of Student Affairs.
- C. The term of office for the Chairperson and Business Manager of the Student Activities Committee shall begin after their election in December.

Section 6.

The Student Senate may by a two-thirds vote recall any member of the Student Activities Committee before an expiration of his or her term.

- A. The Student Activities Committee may by a two-thirds vote recall any member of the Committee before an expiration of his or her term.
- B. 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 7.

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.

Section 8.

It shall be the Chairperson's responsibility to coordinate the Committee's activities with those of other appropriate college organizations, and report to the Board of Operations of the Student Activities Committee on a monthly basis.

Section 9.

The Business Manager shall be in charge of all financial operations of the Student Activities Committee. His or her signature must be used on all financial transactions for that transaction to be valid.

Section 10.

The Administration Representative shall serve as a voting member of the Student Activities Committee. It shall be his or her duty to perform such administrative tasks as may require that persons special skills, to act as the Committee's negotiating agent, and to provide continuity of experience from year to year.

Article VIII. Boards of Operations

Section 1.

There shall be a Literary Board of Operations for the *Coe Review*, *Colere*, and *Pearl*, which shall oversee their operations and name the editors.

- A. Membership of the Literary Board of Operations shall include:
 - a. Editor of the *Coe Review*.
 - b. Editor of the *Colere*.
 - c. Editor of the *Pearl*.
 - d. A faculty member of the English Department who shall be named by the Chairperson of that department.
 - e. The Dean of Students or his or her delegate.
 - f. A representative from the Student Senate.
- B. Members of this Board shall elect a Chairperson from the Committee, who may be replaced at any time by the election of a new Chairperson. The Chairperson shall have a vote on all issues.
- C. This Board shall meet from time to time as necessary for the stability and quality of its operations.
- D. Either the Chairperson or three of its members may call a meeting of this Board.
- E. This Board shall approve the budget request of *Coe Review*, *Colere*, and *The Pearl* before final submissions to the Student Senate.

Section 2.

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

- A. Membership of the Board of Operations for the *Cosmos* shall include:
 - a. The Editor of the *Cosmos*.
 - b. The Assistant Editor of the *Cosmos*.
 - c. The Business Manager of the *Cosmos*.
 - d. A representative from the Student Senate.
 - e. The Chair of the Communications Studies Department or his or her delegate.
 - f. A member of the college administration or faculty named by the President of the College.
 - g. The Vice President for Student Affairs or his or her delegate.

- A. Members of this Board shall elect a Chairperson from the Committee, who may be replaced at any time by the election of a new Chairperson. The Chairperson shall have a vote on all issues.
- B. This Board shall meet annually to select an Editor and from time to time as necessary for the stability and quality of its operations.
- C. Either the Chairperson or three of its members may call a meeting of this Board.
- D. This Board shall approve both staff appointments for the *Cosmos* and its budget requests before final submissions to the Student Senate.

Section 3.

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.

- A. Its membership shall include:
 - a. The Chairperson of SAC.
 - b. The Business Manager of SAC.
 - c. A representative from the Student Senate.
 - d. The President of the Student Body or his or her designate.
 - e. The Dean of Students or his or her delegate.
 - f. An advisor named by the Associate Dean of Students Affairs from either the college administration or faculty.
 - g. The Treasurer of Student Senate.
- B. This 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.
- C. In the event that this 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 document shall be denied for the following semester.
- D. This Board shall review and approve the SAC budget as submitted by its Chairperson and Business Manager.
- E. This Board shall periodically review the financial status of SAC and approve its budget requests before final submission to the Student Senate.

Article IX. Judicial Board

Section 1.

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.

Section 2.

Applicants shall be confirmed by a majority vote of the Student Senate.

Article X. Financial Procedures of Student Organizations

Section 1.

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

- A. All organizations, and Chief Operating and Financial Officers of organizations, shall handle their funds in accordance with the Student Government Constitution and these Bylaws.
- 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 the Committee on Budget and Finance and a Senator from the Committee on Oversight and Auditing 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 Financial Officer of each Student Senate funded organization shall submit an itemized budget to apply for the Student Senate funding 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 Committee on Budget and Finance. The Committee on Budget and Finance shall have the opportunity to ask representatives from an organization to appear in front of them to answer and questions the Committee

on Budget and Finance may have. During this review any appropriate revisions to the budget 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:

- a. Appeal and availability of organization's membership to the students of Coe College.
 - b. Appeal and availability of organization's activities to the students of Coe College.
 - c. Educational wealth of organizational activities.
 - d. Past proper management of Student Senate funds.
 - e. Adherence to Budget and Finance 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 Committee on Budget and Finance a monthly review of how the 10% is being spent.
- M. Any Student Senate funded organization which disbands shall return all unused portions of its allocation or assets to the Student Senate.
- 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 shall be 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.

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

- A. Exceptions for allocating money from the unallocated balance shall be considered on an individual basis by Student Senate in accordance with the following procedure:
 - a. The organization seeking special funds shall be present its case to the Committee on Budget and Finance.
 - b. 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.

- c. Final approval of the proposed exception shall require a majority vote of the Student Senate.
- d. 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 3.

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.

Section 4.

Each organization shall follow this basic accounting procedure:

- A. No items are overspent by more than ten percent up to a maximum of \$100.00 without the approval of the Treasurer of the Student Body.
- B. No organization shall spend appropriated monies on any non-budgeted item without the approval of the Student Senate Treasurer.
- C. An entry for all money deposited and all checks written with a description of the entry in a general ledger and in a separate line item ledger.
- D. An invoice or statement for each entry describing in detail the receipt or expenditure.
- E. Each Student Senate funded organization shall agree to submit books and records for the current academic year to the Business Office by the date set by the Treasurer of the Student Body.

Section 5.

The Student Senate reserves the right, by recommendation from the Committee on Budget and Finance 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.

Section 6.

Each organization which authorizes a member to make purchases shall receive a detailed receipt of each purchase from the member himself or 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.

Section 7.

Each organization shall agree to submit books and records for an audit upon request of the Treasurer of the Student Body.

Section 8.

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

Section 9.

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

Section 10.

Any organization whose accounting procedures are not keeping with procedures outlined in this document shall have its funds immediately suspended until said records have been approved by a 2/3 majority of the Student Senate.

Section 11.

The Treasurer of the Student Body shall have mandatory general meetings with all Senate funded organizations' Chief Financial Officers at the beginning of the fall term to answer questions and to insure complete knowledge of the financial sections of this document and what the responsibilities of the Chief Financial Officer are.

Article XI. Officer Powers and Restrictions

Section 1.

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

Section 2.

The duties and responsibilities of the President and Vice President shall continue throughout the summer.

Section 3.

The Chairperson shall have sole authority to determine whether a motion is substantive, with the exception that main motions 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 4.

Votes on substantive motions shall be taken in a manner permitting the Recording Secretary to record each Senator's vote unless such a motion passes by unanimous consent.

Section 5.

The Chairperson shall ensure that 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 6.

The Chairperson shall notify terminated Senators of their termination immediately.