The Bylaws of the

Student Government Association

of Colgate University

Adopted 31 March 2009

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Article I: Student Organizations

Section 1: Basis for the Approval of Student Organizations

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

B. Purpose
   I. The organization must be beneficial and necessary to the enrichment of the Colgate community.
   II. The organization must fill a unique niche within the Colgate community.
   III. The organization must be open to anyone who wishes to participate. If an organization wants to be exclusive or selective, its constitution must reflect specific reasoning.
      a. Exclusive groups may exist if they can justify a clear and justifiable reason to the SOC. They may only be approved at
the discretion of the committee and approved by majority Senate vote.

IV. The organization must be able to define a sustainable plan of leadership and membership longevity in order to maintain an active and engaged student organization.

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

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

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

F. Re-Recognition
   I. The above process for gaining SGA recognition applies to any de-recognized organization looking to regain official recognition status. All paperwork must be updated and resubmitted.
II. All organizations will have one year of recognition upon approval. At the end of the first year of recognition, organizations must submit an annual Organization Assessment form to be completed in a timeframe at the discretion of the Director of the Center for Student Leadership and Involvement (CSLI).

Section Two: Student Organization Responsibilities

A. Required Paperwork

I. Organizations are required to complete the Organization Assessment Tool (OAT) throughout the academic year in order to renew their recognition:

a. Organizations must complete the OAT I: Initial Forms within the allotted time set by the Liaison and CLSI advisors to an online platform.

b. OAT A: Attendance will be available online for organizations to keep track of their required attendance and submissions to meetings and forms, respectively.

c. Organizations must upload a completed OAT F: Final Evaluation, which will be available on April 1, by the end of the academic year to their online platform.

d. Organizations are responsible for submitting a Post-Funding Evaluation Form following each event or series of events hosted by said organizations over the course of each semester. Evaluation Forms document organization use of BAC and other funding, event attendance, collaboration between organizations, and overall event planning feedback.

II. Post-Funding Evaluation Forms must be completed within 30 days of the conclusion of the event or series of events and will be available on an online platform.

a. If an event series of events is sponsored by multiple organizations, only the sponsoring organization that took the lead in acquiring BAC funding is responsible for submitting an Evaluation Form.

b. Organizations must submit a Post-Funding Form for every event they host. For a Brown Bag Series, each individual brown bag must have a post-funding form; for weekly coffee hours, every coffee hour event must have a post-funding form.

B. Required Meetings

I. Organizations must attend mandatory meetings including the following:
a. Two officers, primarily the Executive and Financial officers, must attend the CLSI Leaders’ Training that is offered once every semester.

b. One officer must attend two of the CLSI Leadership Series, which a set number will be offered each semester.

C. Sanctions

I. Failure to submit OAT 1 within the allotted the time will prevent organizations from participating in the following semester’s Student Involvement Fair.

II. Failure to attend CLSI Leaders’ Training will result in the following actions:
   a. Failure to attend one of the two offered in the academic year will result in the suspension of access to BAC funding for the first four (4) academic weeks of the following semester.
   b. Failure to attend both of the CLSI Leader’s Training sessions will result in the revoking of organization

III. Failure to attend one or more of the CLSI Leadership Series will prevent organizations from participating in the following semester’s Student Involvement Fair.

IV. Failure to submit OAT F will result in the suspension of access to BAC funding for the first eight (8) academic weeks of the following semester.

V. Any failure to fulfill any combination of two or more of the previous bulleted points will result in derecognition of the organization.

VI. Failure to submit post-funding form will result in an ability of a group to access BAC funding. Groups that do not submit post-funding form may still apply for funding.

D. Revoking CLSI Recognition

I. A student group’s recognition only lasts a year and must be renewed through the Organization Assessment Tool and evaluative pieces set by the CLSI Advisors.

II. A student group can be derecognized under the following circumstances:
   a. A student group’s recognition is under the discretion of the CLSI Advisor and is dependent upon the completion, quality, and evaluation of the Organization Assessment Tool.
   b. Any student group that has been inactive for a year (two consecutive semesters), as defined by the failure to attend all CLSI Leader’s Training sessions provided within the academic year or the failure to fulfill any of the two or more bullet points aforementioned in Section 2.D Sanctions.
c. Misuse BAC funds (purchase of alcohol, misappropriation of allocated funds/purchase of unauthorized items etc.)

III. The Liaison, SOC, and CLSI Advisors will monitor whether the groups have met the aforementioned requirements in Section II, Subsection A, Subsection a. and Section II, Subsection B and report those that are inactive, and notify groups that are at high risk of derecognition.

IV. In order for a group to be recognition revoked the Student Senate must approve by a majority.

V. Once a group’s recognition if revoked they imminently forfeit any BAC funds they have in their accounts and forfeit all rights that are gained through CLSI recognition.

E. Appealing Bylaw Provisions

I. If an organization fails to renew its recognition or receive initial recognition, the organization may appeal the decision to the Organization Advisory Committee (OAC) in writing within 10 business days after receiving notification of the decision. The OAC shall review the request for recognition or renewal of recognition, and shall render a final decision based on the criteria set forth in this Relationship Statement (including without limitation the Advising Department’s standards and practices adopted pursuant to this Relationship Statement).

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

Section 3: Privileges of Student Organizations

A. SGA Recognized Organizations

I. SGA recognized organizations are those that have fulfilled the steps to gaining SGA approval and have been approved by a majority vote in the Student senate.

II. SGA recognized organizations have the following privileges:

a. Use of Colgate’s name.

b. Use of Colgate’s facilities, including the sponsoring or presenting of a public performance on Colgate property.

c. Use of Colgate vans.

d. Fundraising.
e. Use of the Colgate Print Shop. All printed materials and publications must include the full date (i.e. month, day, and year).
f. Use of the CLSI copy machine for organization related business.
g. An email account.
h. Funding from the BAC and budget account.
i. First choice for Coop tables or tables at the Student Involvement Fair.

Article II: Budget Allocations Committee

Section 1: Object

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

Section 2: Members

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

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

C. Duties and Responsibilities
   I. The duties of the BAC members shall be to attend meetings, discuss and pass decisions on the distribution of funds from the Fund Allocation Pool as outlined in Section 3, Procedure. Additionally, members must perform BAC related duties and tasks otherwise assigned by the SGA Treasurer.
   II. All members of the BAC must attend a training session (see Section 2, E:ii:a) at the start of each semester to be run by Treasurer.
   III. BAC members are to attend each meeting of the BAC as set forth by the Treasurer. Failure to appear at three (3) BAC meetings in an
academic semester shall result in the immediate dismissal from the BAC. Dismissal on the grounds of attendance shall be automatic and does not require Senate approval.

a. If a dismissed member of BAC has an extended leave of absence (e.g. medical leave) he, she, or ze may be reinstated at the beginning of the subsequent semester (if applicable, see Article II, Section 4:H) at the discretion of the Treasurer.

b. If a dismissed member of BAC does not have an extended leave of absence, he, she, or ze will be ineligible for future participation in or application to the BAC.

D. BAC Procedure Book

I. The Budget Allocations Committee shall compose a procedure book, titled: “BAC Procedure Book” that articulates common operating procedures and questions not specified in the Bylaws. This document must be duly organized and validly existing under the SGA Constitution and Bylaws of the organization, as well as CLSI regulations and requirements, if relevant under such codes, in good standing. It may be altered at the conclusion of each semester and ratified by an majority vote in the Senate.

E. Selection

I. New BAC members shall be chosen at the end of each academic semester.

II. A campus-wide announcement shall be given including instructions on applying to the BAC. The application process must be publicized at least one week prior to the appointed deadline.

III. Applications shall be open to all students with the exception of the SGA Executive Board members, Parliamentarian, Treasurer, Liaison, and those who have declared their intention to run for the Senate-elected BAC member.

IV. Applications must be submitted to the SGA by the published deadline as determined by the Elections Commissioners.

a. Applicants must submit a résumé and completed application as determined by the Student Organizations Committee. All applicants must also submit a list of all past and present activities and groups with which they have been affiliated on campus (and feel comfortable disclosing.) this list will be used throughout the application process to aid in assuring that a diversity of interests is manifested in BAC members.
V. The Student Organizations Committee (SOC) shall run and oversee the application process, and also screen applications.

VI. The President, Vice President, Treasurer, Treasurer- Elect, Liaison, Parliamentarian, and Speaker shall jointly select the members from among the screened applications and present them for Senate confirmation. The Director of the Center for Leadership and Student Involvement (CLSI) or an appointee shall be invited as a nonvoting participant.
   a. The selection committee shall schedule interviews with the candidates at their convenience. All selection committee members must be present for all interviews.
      1. The selection committee shall evaluate each candidate based on his, her, or hir abilities and qualifications.
      2. The Treasurer should also convey during the interviews the importance of BAC positions and the time commitment the positions entail.

VII. The selection committee shall recommend one individual for each vacant full position to the SGA Senate. The Senate shall confirm all recommendations for appointments to the BAC.
   a. A simple majority shall be required for approval.
   b. If the Senate does not approve of a recommendation, the selection committee shall be charged with making a new recommendation.

VIII. BAC members shall be chosen to serve terms of two consecutive semesters. Three of the BAC members shall serve in a Spring-Fall term of office and the three others shall serve in a Fall-Spring term of office. The BAC alternate member shall serve a term of one semester.

IX. If deemed appropriate, the selection committee may suggest the appointment of two BAC alternates.

X. The Senate has the power to remove any full member of the BAC. The Treasurer and the Director of CLSI or an appointee shall review the case and make a presentation to the Senate at the behest of the Treasurer or the Senate. A three-fourths (3/4) majority in Senate shall be required to remove a member of the committee. This process is separate from the automatic dismissal which shall occur as described in Section 2, C:iii and does not require Senate approval.
   a. Upon the resignation of a member of BAC or the removal of a member of the BAC by the Senate or for neglect of duties by the Treasurer, the selection committee shall recommend one of the two alternates to replace the removed member. In the case that
the removed member is the Senate selected one, the Senate shall conduct its own election as enumerated in Section 2, D: xi.
b. Parliamentarian shall oversee the ballot counting process.

F. Treasurer

I. The duties of the Treasurer shall be to aid in the selection of BAC members as outlined in Section II, E and to enforce the duties and responsibilities of members as outline in Section 2, C.

II. The Treasurer shall begin his, her, or hir tenure by arranging to meet with the Director of CLSI or an appointee to discuss the overall functions and processes of the BAC.

a. The Treasurer shall work with the Director of CLSI or an appointee to design and initiate a training program for the members of the BAC at the beginning of each semester.

b. A “Treasurer’s Handbook” and a “BAC Member Handbook” shall be maintained for the purposes of aiding those persons.

1. Such handbooks shall be considered “unofficial guides.” They should be written to reflect the Bylaws explicitly or to offer suggestions; anything stated in such handbooks need not be followed unless it is also contained in the SGA Constitution or Bylaws. The only official guidelines and procedures for the BAC shall be the SGA Constitution, the Bylaws, and the Procedure Book of the BAC.

III. The Treasurer shall be a non-voting chair of the BAC.

a. If a member of the BAC is absent the Treasurer shall cast the seventh vote.

IV. The Treasurer shall ensure that the procedures of the BAC are followed as described in Section 3. The Treasurer shall never allocate funds in any way outside the processes described in the SGA Constitution and Bylaws of SGA.

V. If extenuating circumstances arise, the Treasurer may request an unscheduled meeting of the BAC to consider a request. The rules of Procedure as outlined in Section 3 still apply. Additionally, the Treasurer may utilize “e-mail” in order to poll the BAC members for a request. This clause should be utilized with restraint.

VI. The treasurer will evaluate proposals requesting no more than $500 under his/her/hir discretion. The treasurer will be responsible for presenting these proposals as a slate at the start of the following BAC meeting.
Section 3: Procedure

A. Yearly Budget Requests
   I. Groups that receive percent allocations must submit semester budgets for their expenditures (e.g. Maroon News, CUTV, WRCU, COVE, Class Councils, SGA Operating Account, SPW, Dancefest, SA Sound, and Student Travel Agency.)
      a. The criteria for percent allocation is as follows:
         1. The SGA group has been established on campus with active status for at least 6 consecutive semesters
         2. The SGA group has been financially responsible with past events as defined by the funding criteria of the BAC
         3. The SGA group has a set of fixed events/costs that occur each academic year
         4. The SGA group provides events that cater to the greater Colgate community:
            a. Attendance greater than 250 and/or a service received by more than 500 people
      b. If a group meets these requirements, the executive committee of the group may approach the Treasurer and the Director of the Center for Leadership and Student Involvement to discuss eligibility. If there is an overall consensus that the group is eligible, the Treasurer will advance the request to the BAC for approval. If the BAC approves the request, the Student Organization Committee will have the final decision. Quorum must be met at both the BAC and SOC meeting. Percent allocation approvals are effective at the beginning of the next semester.
      c. The Treasurer shall carefully keep and maintain a history of which groups have received budgets per semester and the amount (in dollars) they have received.
      d. Towards the end of each semester, the Treasurer shall call a special meeting whose purpose shall be to evaluate yearly budget requests.
      e. All groups requesting a yearly budget shall be required to submit an outline of their justifications for doing so, along with their anticipated needs and expenses.
      f. The BAC shall evaluate the request.
g. The Max A. Shacknai COVE shall receive an annual 5% percent allocation of the student activity fund.
   1. The Cove is exempt from the aforementioned SGA criterion stated in “sub-subsections a-f” for receiving a percent allocation, but is strongly encouraged to consult with the SGA treasurer and the BAC to ensure the responsible allocation of their allocated percent of the student activity fund.
   2. The COVE must continue to submit a semester budget as aforementioned in “subsection I.
   3. Any increase to the annual allocation of 5% of the student activity fund to the COVE must be formally presented to the student senate, with evidence of need, for approval. Student representatives from the COVE and the SGA treasurer must be present at the presentation to answer and address questions raised by the student senate.

1. If the BAC feels the request overestimates expenditures or that a yearly budget is unnecessary for a group, the BAC shall meet with the group in order to discuss their concerns.
2. The BAC shall use the procedures described in the remained of Section 3 to approve or deny any portion of a request.

II. The Treasurer will look at the budgets for clubs that receive percent allocations on a semester basis by reviewing the budgets for the previous semester.

III. At the end of a semester, the aforementioned clubs and organizations will have to submit their budget to the Treasurer to be reviewed by the Treasurer and the BAC and may be adjusted at their discretion.

IV. All funds to be allocated for the first two weeks of a new year must be allocated before the final meeting of the previous term unless a member of CLSI and the sitting Treasurer is notified of a force majeure pursuant to the event or its primary organizer(s) that preclude the BAC from issuing the allocation.

X. A survey including an expenditure breakdown to be determined by the Procedure Book or any successor BAC publication thereof must be filled out and filed with the BAC and CLSI after the event and before the group that held the event is able to present to the committee again. The group must have taken all necessary action to initiate such execution and delivery applicable to this clause.

VI. The Senate must ratify the Procedure Book whenever there is any material alteration with a simple majority. A member of the BAC must attend the meeting to justify the change(s).

B. Requests for Funding
I. Requests for funding must be submitted prior to the weekly deadline established by the Treasurer at the beginning of each semester.

II. Upon receipt, the Treasurer shall verify that the groups submitting requests are SGA approved groups and that they are currently eligible to receive funds per SGA guidelines and requirements.

III. Upon verification, the Treasurer shall distribute copies of the requests to the BAC no later than twenty-four (24) hours before the BAC meeting time.

IV. During the BAC fall meetings, the BAC may allocate up to 25% of estimated funds for the following spring semester. During the spring semester, the BAC may allocate up to 20% of estimated funds for the following fall semester. The BAC is to review proposals on a first-come, first serve basis based on these terms. The Student Organization Committee (SOC) approval is required if the BAC exceeds these designated percentages per semester.

C. Guidelines for Funding

I. In order to be funded, a request must fall within the following guidelines:
   a. The submission must be from an SGA-recognized group. That group must have a constitution on file and be eligible for funding as stipulated by the SGA.
   b. The BAC can never provide funds for:
      1. Alcohol;
      2. Events that have already occurred or been advertised as certainly occurring;
      3. Events to take place within two weeks of the BAC meeting date;
      4. Events specifically for a non-SGA-approved group regardless of its affiliation or relationship to an SGA-approved group (an SGA-approved group cannot provide an “umbrella” for which individual non-SGA-approved organizations may seek funding);
      5. Events neither open to nor benefiting, all Colgate students.
      6. Set-ups (ie. cups, bowls, plates, etc.) included with meals provided at events funded by the BAC including styrofoam flatware and/or tableware (ie. cups, bowls, plates, etc.)
   c. The BAC supports:
      1. Events open to the Colgate student body;
      2. Projects and services designed to benefit the Colgate community. Trips and conferences for group members can be supported if they can be shown to later aid and/or affect the overall Colgate community;
3. Necessary and essential supplies to aid groups in achieving either
   (1) or (2).

d. Other factors the BAC should take into account:
   1. That the request furthers the SGA organization’s mission as
      outlined in their constitution. The BAC is not convened to express
      likes or dislikes towards requests/events but rather to determine
      eligibility and practicality;
   2. The organization’s past programming and fiscal responsibility.
      Specifically, its ability to follow through on its recent
      events/projects as described in their proposals;
   3. The amount of funds an organization has been allocated recently
      and/or how many events an organization has sponsored or plans to
      sponsor in a given semester;
   4. The BAC should recognize contractual obligations. If an event
      requested is of a contractual nature the BAC should recognize the
      need to approve funds for contractual obligations (e.g. rider,
      required meals, lodging, travel expenses) along with the proposal if
      deemed appropriate;
   5. The advantages present in collaboration;
   6. To have a successful event, a reasonable allocation of funds should
      be given, if requested, in order to provide for advertising. To
      eliminate all advertising funds is to limit the success of the event.

e. The Treasurer shall be responsible for informing the Presidents (or
   Treasurers as appropriate) of SGA-approved organizations of the
   guidelines for funding (Section 3, C) at the start of each semester. The
   Treasurer shall also post the guidelines in proximity to the location of
   the BAC Funding Request Forms.

D. Meetings
   I. Meetings shall be held weekly and must commence within two weeks of the
      start of each academic semester.
   II. The last two meetings of each semester shall accept proposals for funds
       pertaining to the subsequent academic semester.
       a. The treasurer holds the right to hold one additional meeting to hear
          proposals for the funding of events to be held in the first three weeks of
          the subsequent semesters that he/she/zhe deems integral as Colgate
          traditions or the first-year experience. The meeting will have the normal
          10 proposal slots, and if all 10 are not filled, the treasurer may choose to
          hear the proposals of the next groups on the “first-come-first-serve waitlist
   III. Quorum for BAC meetings shall be six members and the Treasurer.
a. If quorum cannot be met the meeting shall be postponed.
b. If a member is absent, the Treasurer shall cast the seventh vote.

IV. BAC members will review proposals before meeting with the applicants.

V. Once the applicants have arrived, introductions will be made and the representatives will be asked to make the case for their request.

a. BAC members are to engage in a respectful and courteous dialogue with the representative(s) to ensure funding is appropriate as stipulated in Section 3, C prior and to obtain a clearer understanding of the proposal and its function.

VI. Upon verification that the proposal meets the Requirements for Funding outlined in Section 3, C, the BAC is charged with deciding if the event merits the amount of funds requested. The BAC may apportion any amount less than the requested amount as it deems fit.

a. If six of the seven BAC members are present and a three-three tie arises, the Treasurer shall cast the seventh vote.

b. Any event approved for more than seven percent of a given semester’s budget by the BAC shall be automatically forwarded to Senate for confirmation vote. A simple majority in Senate shall be required for confirmation.

c. If a conflict of interests inhibits quorum to be met during BAC voting procedures, the proposal will be referred to the Student Organizations Committee under the Treasurer’s guidance for further review and a final ruling.

VII. Minutes must be kept during all meetings that convey the overall discussion on specific requests. The names of BAC members need not be attached to specific discussion points. The minutes shall be maintained by the Treasurer or his, her, or hir designated secretary. The minutes shall be released publically to allow for overall transparency of the BAC process.

E. SGA Senate Officer Reports

I. The Treasurer shall be charged with listing all groups which appeared before BAC since his, her, or hir last officer report. When listing the groups, the Treasurer shall announce the amount of funding requested and the amount of funding received as applicable. The treasurer will be responsible for providing a weekly digital report to all senators at least 24 hours before the senate meeting each week.

A. This digital report should include a spreadsheet of weekly allocations, percentage of funds requested that are received, and monies remaining as well as the name of clubs with completely rejected proposals.
II. The Treasurer shall outline the project and the justifications for the BAC’s decision to approve an event that requires an allocation of over seven percent of a given semester’s budget. The Senate shall be asked to confirm that decision by a simple majority vote. Failure to receive Senate confirmation shall take precedence over any prior BAC decisions.

III. The Senate-elected BAC member shall confirm the Treasurer’s report of funding allocations.

IV. The Senate-elected BAC member shall attend all Senate meetings.

V. If for some reason the Treasurer is unable to attend a Senate meeting, he, she, or zhe must notify the Recording Secretary prior to the start of the meeting in question

a. The treasurer of the BAC must then designate another member of the BAC who was present at the BAC meeting to agree to proxy for him, her, or zer at Senate meetings

F. Approval/Denial

I. Any group that has received funding from the BAC must inform the committee of any change in time, date, location, performance or otherwise material alteration that effects the funds pursuant to the original agreement. The group must disclose said changes to the BAC in good faith and notify within (24) twenty-four hours of the group may be penalized for breaches or failure to fully perform this obligation or misallocation to be outlined in the Procedure Book or any successor BAC publication thereof. The BAC hereby retains the right to reevaluate the proposal after notification of aforementioned “material changes” to the event.

Section 4: Government Operating Account

A. Purpose

I. The Operating Account of the Student Government Association may supply funds for the explicit use of business pertaining to the Government of the Student Government Association, as defined in Article I of the Constitution of the Student Government Association.

B. Sources of Funding

I. The Operating Account will receive its funding in the form of a percent allocation from the Fund Allocation Pool at the discretion of the BAC as fully described in Section 2,3 A.

C. Procedure

I. The Treasurer must be notified prior to the execution of each allocation.
II. When considering allocation requests from the Operating Account, the bodies described below should take into account the Guidelines for Funding as described in II:3:C.

III. For allocations up to $250:
   a. Any funding requested from the operating account in the amounts of up to and including $250 dollars shall be decided on by the concurring opinion of the President and the Vice-President of SGA.
   b. The President and Vice-President must both agree. If there are dissenting opinions, the Treasurer will rule on whether the funding in question is necessary and proper.
   c. The President must log these expenses in an Executive Order.

IV. For allocations greater than $250 and less than $1000:
   a. Any funding requested from the Operating Account in amounts greater than $250 and less than $1000 shall be decided on by the Leadership of the Government.
   b. A majority vote of the permanent, voting members of the Leadership is required for the allocation to be granted.

V. For allocations greater than $1000:
   a. Any funding request from the Operating Account in amounts greater than $1000 shall be decided on by the Senate of the Government.
   b. A majority vote of Senators present and voting is required for the allocation to be granted.

VI. Government Accounts
   a. The funds allocated to the Government Operating Account but not used in a year shall be automatically transferred to the Government Savings Account.
   b. To access funds in the Government Savings Account, the amount needed must exceed $5,000 and requires a 2/3 majority in both the leadership, and the Senate.

VII. Summer Allocations
   a. The President, Vice-President, Treasurer, and a member of CLSI must all be in unanimous consent for a summer allocation to be issued.
      1. The total of all summer allocations may not exceed $1000.
      2. Before any allocation can be made, the President must receive non-binding recommendations from both the Treasurer and a member of CLSI.

VIII. For allocations required to cover fixed costs of Government Operations:
a. Certain fixed costs are associated with the regular function of the Student Government. These include student copier costs in the CLSI office and related administrative duties.
b. These allocations are essential to the function of the Association and therefore cannot be vetoed.
c. The Director or Assistant Director of CLSI will advise the Treasurer of these allocations, who will in turn notify other officers of the Government.

XI. Treasurer Oversight:
   a. The Treasurer, who acts as the central officer of fiscal policy for the Government, is tasked with managing and keeping books on the Operating Account (Constitution IV:I:E). As such, the Treasurer will retain oversight of the allocations from this Account.
   b. If the Treasurer deems any allocation granted by the President and Speaker questionable, unnecessary, irresponsible, or in conflict with a BAC decision, he can refer the allocation request to the Leadership.
   c. If the Treasurer deems any allocation granted by the Leadership questionable, unnecessary, irresponsible, or in conflict with a BAC decision, he can refer the allocation request to the Senate.
   d. CLSI may access up to $6,000 annually from the SGA Government Operating Account without Senate approval. Funding beyond $6,000 requires a simple majority in the Senate and approval by the Treasurer for all expenditures.

Section 5: Amendment of Bylaws

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

Article III: Election Procedures

Section 1: Definition of Terms

A. “The Candidate,” means a person seeking office, by virtue of his, her, or hir qualifications according to this code and rules established hereunder as listed by the Elections Commissioners on the official ballot.
B. “The Campaign,” means urging the candidacy of, endorsing the candidacy of, aiding the candidacy of, or advertising the candidacy of any candidate.
C. A “Living Unit,” shall be defined as any University recognized residence.
D. A “Campaign Agent,” means a person who attends any campaign strategy meeting or is privy to campaign planning and/or who provides advice (or) physical support to a campaign upon being solicited by a candidate.

Section 2: Senatorial and Class Council Election Procedures
A. Requirement for Candidacy: The Candidate
   I. Must properly complete the petition for his, her, or hir candidacy;
   II. Must plan to be in residence (on campus or in Hamilton, NY) for the duration of his, her, or hir term of office;
   III. Senators that will be off campus for a semester are eligible to run for the term of one semester.
   IV. Must be a member of the class that he, she, or ze represents on class council or Senate;
B. Candidate Responsibilities
   The Candidate shall:
   I. Be responsible for obtaining a petition and completing it;
   II. Acquaint themselves with and abide by election guidelines, rules, and regulations;
   III. Assume the office so declared by their petition if elected;
   IV. Supply verification for meeting election requirements;
   V. Maintain control and assume responsibility for all campaigning done on their behalf;
   VI. Turn in his/her/hir petition with a 150-word statement (the position paper) to be made available by the Election Commissioners to all voters prior to the elections.
C. Code of Conduct
   The Candidates:
   I. Will conduct themselves in a manner consistent with the Colgate University Code of Conduct;
   II. Shall be responsible for the actions of those persons acting on their behalf, including all members of their campaign staff;
D. Responsibilities of the Election Commissioners
   The Election Commissioners Shall:
   I. Agree, when appointed, not to campaign for or verbally support and candidate;
   II. Not relinquish the right to vote;
   III. Establish the time and procedures for casting votes in accordance with the bylaws;
IV. Void any petition which does not fulfill the election code and regulations;
V. Establish and publish all election deadlines and announce the final results;
VI. Present the rules to the candidates and insure the adherence to all election rules;
VII. Resign their post if they are a candidate in an election (the Student Government Association President, and the Vice-President will appoint a member of the Student Government Association to fill the vacancy at the earliest time);
VIII. Reserve the right to respond to complaints regarding the content of campaign material, and after consultation with the Parliamentarian, may request that the candidates remove the content in question. Failure to comply will result in removal from the ballot.

E. Petitions
   Each candidate shall:
   I. Complete a petition in order to be placed on the ballot. The information required is as follows: Name, email address, position desired, box and telephone number, signature certifying that all the information is valid, that the candidate has obtained the required number of signatures, and that the candidate is knowledgeable of and will abide by the election rules.
   II. Obtain 35 signatures from members of the candidate’s class, of which no more than 15 can be obtained from each candidate’s own living unit.
   III. Return petitions to the Student Government Association office by the deadline established by the Elections Commissioners.

F. Schedules and Deadlines
   For the purpose of maintaining uniform procedures, all elections will:
   I. Be announced, and publicized by the Elections Commissioners through all reasonable avenues of student communication, at least a week prior to the voting date.
   II. Have petitions available the day after the first announcement.
   III. Have position papers due along with the petition, which will be due by the date established by the Elections Commissioners and not to exceed two weeks.
   IV. Be held on the online voting platform

G. Ballot Counting and Assumption of Role Procedure
   I. For Senate elections, the Election Commissioners shall notify the highest vote-receiving candidates of their win.
   II. The Election Commissioners shall save the entire list of candidates, sans the number of votes received, in the order of which they received the most votes.
III. Should any candidate resign, become incapacitated, decline to assume their position, be impeached, be dismissed, or otherwise be unable to fulfill duties of Senate, the Election Commissioners shall offer the position to the next highest vote-receiving candidate.

IV. The candidate who is offered the position has forty-eight (48) hours to accept the position or the Election Commissioners shall offer the position to the next highest vote-receiving candidate.

V. Should the list of candidates become exhausted or listed candidates decline assuming the role of Senator, the Election Commissioners shall hold new elections.

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

I: Campaign Material
   I. Candidates:
      a. May publicize themselves within methods permitted by the established campaigning rules and University regulations.
      b. Are responsible for informing campaign agents as to the content of these campaign rules.
   II. Campaign Agents:
      a. May publicize the campaign within methods permitted by the established campaigning rules and University regulations.
b. Must abide by campus policy that advertising is the first come first serve. Posters advertising campus events or another’s candidacy must not be covered or torn down.

c. Are reminded that “campaigning” is promoting one’s name as specified in Article I. Violation of this rule will result in the disqualification for that day’s votes cast for that candidate.

d. Are not allowed to send unsolicited electronic messages.

e. May send electronic messages only to groups that individuals have joined with the explicit understanding that they may receive this material.

J: Penalties and Appeals

I. The process for penalties and appeals is as follows:

a. Any member of the Student Government Association may lodge a complaint in reference to violations in these procedures.

b. A written complaint may be submitted to the elections commissioners by a ticket or its representatives before the polls close.

c. Complaints will be rectified by Elections Commissioners, in consultation with the Parliamentarian. They will decide the validity of the complaint and try to rectify the situation.

d. If the problem remains unresolved, the following process shall be initiated:

1. The Leadership will decide the validity of the complaint and try to rectify the situation. The Chair of the Leadership shall determine the procedures for and preside over the appeals hearing. All leadership members who are campaign agents may take part in the hearing, but must relinquish their right to vote on the appeal. The members of the Leadership, however, shall retain all other privileges. In the event that the Chair is a campaign agent, the Parliamentarian shall preside over the hearing.

2. The Senate shall be the final arbiter of the appeal in the event of a split vote in the Leadership hearing.

3. The decision of the Leadership may be appealed to the Senate by any party involved in the case. The Senate must decide by a majority vote whether to hear the appeal. The Chair of the Senate shall determine the procedures for and preside over the appeals hearing. All Senators who are campaign agents may take part in the hearing, but must relinquish their right to vote on the appeal. The Senators and
Leadership may retain all other privileges including the right to speak and debate. In the event that the Chair is a campaign agent, the Parliamentarian shall preside over the hearing.

e. For violations of the election procedures by a candidate, the Election Commissioners, in consultation with the Parliamentarian, may remove the candidate from the ballot or deduct a percentage of a candidate’s vote, depending on the situation in question.

f. Failure to hand in required materials by the appointed deadlines will prohibit the candidate from being listed on the ballot.

g. Any candidate may request a recount when the election is decided by a margin of less than five percent of the votes cast, if the election is not held electronically.

h. The Elections Commissioners shall ensure any penalties incurred during the original elections will be carried over to the run-off election.

Section 3: Presidential and Vice-Presidential Election Procedures

A. Requirement for Candidacy

The candidate:

I. Must properly complete a Student Government Association election petition.

II. Must plan to be in residence (on campus or in Hamilton, NY) for the duration of his, her, or hir term.

III. May not serve in more than one office within Legislature.

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

I. Both members of each Presidential ticket must have served on the Legislature or as an officer of the Student Government Association for at least two semesters for the ticket to be eligible for candidacy.

C. Candidate Responsibilities

The Candidate shall:

I. Be responsible for obtaining a petition and completing it.

II. Acquaint themselves with and abide by election guidelines, rules, and regulations.

III. Designate an official contact within the ticket to liaise with the Elections Commissioners and the Leadership.

IV. Assume the office so declared by their petition if elected.

V. Supply verification for meeting election requirements.
VI. Turn in his/her/hir petition with a 150-word statement (the position paper) to be made available by the Elections Commissioners to all voters on the day of elections.

VII. Provide the Elections Commissioners with a list of all campaign agents at the commencement and end of the campaign period. The Elections Commissioners reserve the right to request an updated list at anytime during the course of the campaign period.

D. Code of Conduct
The Candidates:
I. Will conduct themselves in a manner consistent with the Colgate University Code of Conduct.

II. Shall be responsible for the actions of campaign agents.

III. Shall understand that all gifts and/or provided services of monetary value from any and all persons including enrolled students and persons not affiliated with Colgate University will be included in the maximum allotted to tickets for campaign expenditures.

IV. Notify the Elections Commissioners of any campaign services to be performed by current Colgate Students. Failure to notify the Elections Commissioners may be grounds for penalties as listed in “Penalties and Appeals.” These donated services must be made public to the Student Government Association.

E. Miscellaneous Items
I. Senators and elected and/or appointed officials may not campaign for a specific candidate in their official function as enumerated in the Constitution. They may (excluding parliamentarian and election commissioners), however, participate in a campaign as long as they are identified as campaign agents on the official list provided to Elections Commissioners.

F. Responsibilities of the Elections Commissioners and Parliamentarian
I. The Elections Commissioners shall:
   a. Not campaign for or verbally support any candidate, but shall not relinquish the right to vote.
   b. Establish the time and procedures for casting votes in accordance with the Bylaws.
   c. Finalize all elections procedures by the commencement of the campaign period. These procedures are not subject to revision until the end of the campaign period.
   d. Void any petition which does not fulfill the election code and regulations.
   e. Establish and publish all election deadlines and announce the final results.
   f. Present the rules to the candidates and insure the adherence to all election rules.
g. In consultation with the BAC treasurer, facilitate and determine the campaign spending limit.

h. Collect campaign receipts and arrange for candidates to be reimbursed by the Student Government Association.

i. Resign their post if they are a candidate in an election (the Student Government Association President, and the Vice-President will appoint a member of the Student Government Association to fill the vacancy at the earliest time.)

II. The Parliamentarian shall:
   a. Not campaign for or verbally support any candidate, but shall not relinquish the right to vote.
   b. Resign their post if they are a candidate in an election.

G. The Student Government Association Presidential/Vice-Presidential Ticket
   I. The Student Government Association President and Vice-President will be elected together on the same ticket.
   II. To establish a ticket:
      a. The Elections Commissioners shall hold an information session for all interested parties for either the President or Vice-President positions before the 28th of February. At this meeting, candidates may announce their ticket.
      b. The Elections Commissioners shall hold another information session during the first week of March at which time petitions are distributed to candidates and tickets are officially declared.
   III. All other requirements stated in Article III shall be applied to the ticket.
   IV. Voting will span a two to four-day period to be determined by the Election Commissioners.

H. Petitions
   I. Each candidate must complete a petition in order to be placed on the ballot. The information required is as follows: Name, desired position, box and telephone number, signature certifying that all the information is valid, that the candidate has obtained the required number of signatures, and that the candidate is knowledgeable of and will abide by the election rules.
   II. Candidates for Student Government Association President and Vice-President must obtain 150 signatures from Colgate Student Government Association members, of which no more than 15 can be obtained from the candidate’s own living unit.
   III. A living unit shall be defined by any University recognized residence. Petitions must be turned into the Student Government Association Office by the deadline established by the elections commissioners.
I. Schedules and Deadlines
   I. All elections will be announced, and publicized by the Elections Commissioners through all reasonable venues of student communication, at least a week prior to the voting date.
   II. Petitions will be available the day after the first meeting in March.
   III. The position paper and the petition, which will be due by the date established by the Elections Commissioners prior to the commencement of the campaign period.
   IV. Failure to hand in required materials by the appointed deadlines will prohibit the candidate from being listed on the ballot.
   V. The campaign period starts and is limited to the two weeks before the last day of voting.
   VI. Voting will span a two-day period to be determined by the Elections Commissioners. The Student Government Association President and Vice-Presidential election process will begin in the second week prior to spring term-recess.
   VII. Information sessions or debates will be scheduled by the Elections Commissioners after consultation with the candidates.

J. Ballots and Voting Procedures
   I. The Elections Commissioner will establish the times of voting and will make public the candidate’s position papers for the voters.
   II. The Commissioners shall insure accurate verification of those persons voting.
   III. Unless otherwise specified by the Elections Commissioner, voting will take place electronically.
   IV. The candidates will be listed on the ballot in alphabetical order (according to the name of the candidate listed on the petition). In the President/Vice-President contests, the last name of the presidential candidates shall determine the listing.
   V. Tabulation will take place the evening of the last day of voting and the candidates will be notified of the results at the earliest time.
   VI. In the event of a tie, a run-off will be held between the top two vote-getters. Any penalties incurred during the original elections will be carried over to the run-off election.
   VII. Members of the Student Government Association who are off-campus for the election shall be sent the candidates’ position papers and shall be contacted as soon as all the petitions have been collected. Every effort shall be made to contact the interested parties and record their votes by the day of elections.

K. Campaign Material
I. Candidates may publicize themselves within methods permitted by the
established campaigning rules and University regulations.

II. Candidates are responsible for informing campaign agents as to the content of
these campaign rules.

III. Posting information on campus is first come first serve. Posters advertising
campus events or another’s candidacy must not be covered or torn down.

IV. Candidates are reminded that “campaigning” is promoting one’s name as
specified in Article III, Section I.

V. Candidates are not allowed to send unsolicited electronic messages regarding
their campaign.

VI. Electronic messages may only be distributed to groups that individuals have
joined with the understanding that they may receive this material.

VII. Candidates are allowed to send one campus distribution email via the Elections
Commissioner.

VIII. The Election Commissioners reserve the right to respond to complaints
regarding the content of campaign material and order candidates to remove the
content in question. This order is subject to appeal, however the campaign
material in question must be removed until the appeals process has ended.

L. Violations
   I. For violations of the elections procedures by a candidate and/or campaign
agents, the Elections Commissioners may take an appropriate deduction of up
to fifty percent of a candidate’s funds, remove a candidate from the ballot, or
deduct a percentage of a candidate’s vote, depending on the situation in
question.

M. Miscellaneous Items
   I. The Parliamentarian shall resolve any disagreement between the Elections
Commissioners.

   II. All decisions to issue a violation must be written and distributed to every
campaign. The violation and the corresponding punishment are both subject to
appeal.

N. Appeals
   I. Any member of the Student Government Association may lodge a complaint in
reference to violations in election procedures.
   a. A written complaint may be submitted to the Elections Commissioners
      until no later than 48 hours after the polls close.
   b. The Leadership will decide the validity of the complaint and try to rectify
      the situation. The Chair of the Leadership shall determine the procedures
      for and preside over the appeals hearing. All Leadership members who are
campaign agents may take part in the hearing, but must relinquish their
right to vote on the appeal. The members of the Leadership, however, shall
retain all other privileges. In the event that the Chair is a campaign agent,
the Parliamentarian shall preside over the hearing.
c. The Senate shall be the final arbiter of the appeal in the event of a split vote
in the Leadership hearing.
d. The decision of the Leadership may be appealed to the Senate by any party
involved in the case. The Senate must decide by a majority vote whether to
hear the appeal. The Chair of the Senate shall determine the procedures for
and preside over the appeals hearing. All Senators who are campaign
agents may take part in the hearing, but must relinquish their right to vote
on the appeal. The Senators and Leadership shall retain all other privileges
including their right to speak and debate. In the event that the Chair is a
campaign agent, the Parliamentarian shall preside over the hearing.
e. Should the complaint involve either of the Election Commissioners or
Parliamentarian, the involved party shall recuse themselves from any
discussions regarding the validity and/or rectification of the complaint.

II. The President of the University sits as an ex officio, voting member on all
Boards and Committees.

III. The President of the Student Government Association is considered a
permanent invited guest with speaking privileges at the Academic Affairs
Board. In the absence of the President, the Vice-President of the Student
Government Association is granted this status.

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

A. Speaker of the Senate
   I. The Elections Commissioners shall conduct an election for the Speaker at the
      first meeting of every semester.
   II. Senators eligible for and interested in holding the position of Speaker shall
       come to Senate with prepared remarks.
   III. A question and answer session will follow the prepared remarks, to be within a
time limit set by the Parliamentarian.
   IV. The Senate and any member of the Association shall then begin debate on the
candidates.
   V. Immediately after debate, each Senator shall submit his, her, or hir vote to the
Elections Commissioners in written form as prescribed by the Elections
Commissioners. The Parliamentarian shall oversee the ballot counting process.
   VI. The winner of the election shall preside over the remainder of the meeting.
B. Parliamentarian, Liaison, and Treasurer

I. The Elections Commissioners shall conduct an election for the Parliamentarian, Liaison, and Treasurer prior to the end of the last Senate meeting of the year.

II. Candidates eligible for and interested in holding the position of Parliamentarian, Liaison, and Treasurer shall submit a written statement of no more than 150 words to the Elections Commissioners a week before the vote in Senate.

III. During the appropriate Senate meeting, each candidate will deliver his, her, or hir prepared remarks, to be within a time limit set by the Parliamentarian.

IV. A question and answer session will follow the prepared remarks.

V. The outgoing Parliamentarian, Liaison, and Treasurer can offer a formal recommendation of their desired replacement.

VI. The Senate and any member of the Association shall then begin debate on the candidates.

VII. Immediately after debate, each Senator shall submit his, her, or hir vote to the Elections Commissioners in written form as prescribed by the Elections Commissioners. The Parliamentarian shall oversee the ballot counting process.

   a. In the case of an election for a Parliamentarian, the Speaker shall oversee the ballot counting process. If the Speaker is a candidate in the election, then a random Senator shall be chosen to oversee the ballot counting process.

Article IV: Bylaws of the Senate Section

Section 1: The President and Vice President

A. The President and Vice-President shall choose two days and times which the Senate may hold Committee Meetings.

B. The Senate may reject one of these dates with a 2/3 majority. If 2/3 majority is reached, the President and Vice-President must choose two new days of the week and times.

C. If no day of the week or time can be passed by the Senate with a 2/3 majority, Committee Meetings shall be held promptly thirty minutes before Senate each week for the duration of the year or until another day is recommended by the President and Vice President and passed with a 2/3 majority by the Senate of the Student Government Association Assembled.

D. The President or Vice President must appoint a Positive Sexuality Coordinator, or equivalent position, to coordinate mandatory Title IX training or comparable programs for Senators and Executive Board members.
E. The President or Vice President must appoint a Sustainability Coordinator, or equivalent position, to coordinate mandatory Green Certification programs, or comparable programs, for Senators and Executive Board members.

Section 2: Class Council Presidents and Vice Presidents

A. The President and Vice President of each class shall serve as the liaison for their class to the Student Government Association.
B. The President and Vice President of each class shall meet at the same time as committee meetings with the President and Vice President of every other respective class council.
C. This Committee shall be titled the Class Affairs Committee and shall henceforth be referred to as the CAC.
D. This Committee shall be composed of exclusively the President and Vice President of each class.
E. Should the Class President miss more than three meetings of the CAC, he, she, or ze shall be replaced by the Vice President. The new Vice President will be the candidate from the previous election who received the next highest number of votes. Should the Vice President miss more than three meetings of the CAC, he, she, or ze will be replaced by the candidate with the next highest number of votes.
F. The President of each Class Council must address the Senate each meeting during Executive Reports.

Section 3: Senators

A. To attend his, her, or hir respective committee meetings and all Senate meetings
   I. If for some reason a Senator is unable to attend a Senate meeting, he, she, or ze must notify the Recording Secretary prior to the start of the meeting in question.
      a. The Senator must then locate another Senator or member of the Association to agree to proxy for him, her, or zer at Senate meetings.
         1. Must notify the Recording Secretary within 12 hours of the Senate meeting of the proxy or it will be an absence.
      b. A Senator or member of the Association is only allowed to proxy for one Senator.
         1. A member of the Leadership may not proxy unless that member is a Senator.
c. A proxy is defined as the assumption of the missing Senator’s duties for the meeting in question.
d. If the above conditions are met, then the corresponding Recording Secretary shall record that the Senator in question’s absence is excused or a “proxy.”
e. If a Senator has surpassed a stated number of absences during a given semester, he, she, or ze will be placed on probation.
   1. One unexcused absence and two proxies, two unexcused, or four proxies.
   2. If a Senator misses more than the allotted excused absences during his/her/hir elected term, he/she/zhe will be prohibited from assuming their position as a senator the following semester.
f. The terms of probation are as follows: a suspension of his, her, or hir vote in Senate on substantive matters for a total of two weeks (not a suspension of speaking rights) and the probation will be made public knowledge and notification will be sent to Senators.
g. It is the job of the executive Recording Secretary to determine any breach of the Attendance Policy. If a Senator chooses to appeal the Recording Secretary’s decision, the case shall be referred to the Parliamentarian for adjudication.

II. If for some reason the Senator is unable to attend or, her, hir designated Committee meeting, he, she, or ze must notify the Committee’s Recording Secretary prior to the start of meeting in question.
   a. During a given semester, if a Senator has surpassed a stated number of absences from Committee meetings, he, she, or ze will be placed on probation.
      1. Allowed absences: Three from Committee meetings.
   b. The terms of probation are as follows: A suspension of his/her/hir vote for a total of two weeks (not a suspension of speaking rights) and the probation will be made public knowledge to Committee members.
   c. It is the responsibility of the Committee’s Recording Secretary to notify the executive Recording Secretary if a member of his/her/hir committee has exceeded three absences. If a Senator chooses to appeal the Recording Secretary’s decision, then the case shall be referred to the Parliamentarian for adjudication.

III. Further absences will result in a vote of expulsion from the Senate.

IV. Elections to replace the removed Senator will be conducted in-line with Senate election bylaws.
B. To make motions and to introduce and sponsor resolutions, bylaw amendments, and constitutional amendments on the floor of the Senate.

C. To vote on resolutions, bylaw amendments, constitutional amendments, specified budget allocations, impeachment hearings, governance board elections, and elections for Speaker Parliamentarian, Treasurer and Liaison, and members of the Budget Allocations Committee.

D. To relay constituent concerns to the Senate.
   I. In general, the job of the Senator shall be to facilitate student action, in addition to acting on behalf of the student. Senators should be familiar with the resources available for students who wish to advocate for themselves and their own interests.

E. To relay Senate activity in general to constituents. This duty encourages attendance at all respective Community Council meetings.

F. To attend at least one Safe Zone training session, or comparable program as established by the Positive Sexuality Coordinator, or equivalent position, in the academic year of the Senator’s elected service.

G. To attend at least one Title IX training as established by the Positive Sexuality Coordinator, or equivalent position, in collaboration with the Title IX University Coordinator, in the first academic semester of the Senator’s elected service.

H. To complete by a stated date, determined by the Sustainability Coordinator and SGA President, the Green Certification Online post-test and subsequent writing assignment, or a comparable program as recommended by the Sustainability Coordinator, with a passing score, as well as maintain the certified status as is required by the Sustainability Office.

Section 4: Committees

A. All committees will determine their respective meeting places and meeting times during their first gathering of each semester. Meeting times may be changed with approval of committee chair, speaker of the senate, and parliamentarian.

B. To introduce and to sponsor resolutions and bylaws on the floor of the Senate.

C. To internally elect its respective Committee Chair at the beginning of each semester or in the result of a vacancy, except the Student Organizations Committee, which shall be chaired by the Liaison.

D. To elect the respective Committee Chair and Committee Secretary.

E. To initiate and execute projects within the domain of the respective committee, on behalf of the SGA, seeking resolutions and other methods of approval when appropriate or necessary.

F. To carry out the duties prescribed to the specific committee by the Constitution and the Speaker of the Senate.
G. After each committee meeting the Chair or Secretary of each committee shall be responsible for submitting a “Weekly Senate Committee Meeting Report.”

H. The Weekly Senate Committee Meeting

   Colgate University, Date

   Location

   Time

   I. Welcome
   II. Roll Call
      a. Not present:
   III. Approval of Minutes from date of previous meeting
   IV. Old Business
      a. What you have done in the past week
         i. 
      b. Other thing you have done in the past week
         i. 
   V. New Business
      a. What we need to do for this week
         i. Thing you are going to do
            1. How you are going to do it
            2. Who is going to do it
            3. Other important things about this
   VI. Good of the Order
   VII. Announcements

I. 

Section 5: Committee Chairs

A. To set the time and designate the place for his, her, or hir respective committee meetings, which under normal circumstances shall occur at least once per university week.
B. To set the agenda and keep order in his, her, or hir respective committee meetings.
C. To designate responsibility within the committee.
D. To speak and introduce resolutions on behalf of his, her, or hir respective committee.
E. To create additional elected leadership positions within the committee, if needed.
F. To attend all Leadership meetings.
G. The Chair of each committee shall be responsible for submitting a “Weekly Senate Committee Meeting Report.”
Section 6: Committee Secretaries

A. To publish the agenda, to all respective Committee members prior to each Committee meeting.
B. To take and prepare minutes of each respective Committee meeting and relay them to the Speaker of the Senate, Press Secretary and each member of the Committee for public knowledge.
C. To keep records of attendance at Committee meetings.
D. In addition to relaying the committee meeting minutes to the Speaker of the Senate and Press Secretary, the Secretary shall relay the ‘Weekly Senate Committee Meeting Report’ to the Speaker of the Senate and the Press Secretary in the absence of the Chair.

Section 7: Resolutions

A. Resolutions may only be introduced and sponsored by Senators or Committees.
B. Resolutions may be introduced by submission of said resolution to Senate in writing, which must include the sponsor, the motivating factor or “whereas” clause, and the body of the actual resolution.
C. Committees may have resolutions placed on the agenda without delay or risk of suppression.
D. The resolution shall first be presented and read aloud by the sponsor(s).
E. The resolution shall pass if and only if quorum is met and the votes in favor outnumber the votes against. In the event of a tie, the Vice President will cast a tie-breaking vote. Quorum shall be defined by two-thirds attendance, including proxies. If the resolution makes it to a vote, but quorum is not met, the resolution shall automatically be tabled until the next meeting.
F. The President will then either sign the resolution, in which case the resolution passes officially, or the President may veto the resolution within the period of week. In the case of a veto, the resolution shall return to the Senate to be voted on again. The resolution only passes by way of a two-thirds qualified majority. If the resolution is not signed within one University week, the resolution is considered vetoed. If the President chooses to veto the resolution, he, she, or ze will return the resolution unsigned to Senate within one University week.

Section 8: Bylaws

A. Bylaws are defined as those rules made by Senate for the workings of the Student Government Association. They are usually appendages to the Constitution, and must always be congruent and consistent with the Constitution.
B. Bylaws and amendments to bylaws may be introduced and sponsored by Senators, Committees, or the Parliamentarian.

C. The Treasurer may introduce and sponsor BAC Bylaw Amendment to the Senate.

D. Bylaws and amendments to bylaws are not subject to Presidential veto, but they are subject to Parliamentarian veto solely on the grounds of demonstrated unconstitutionality. The Parliamentarian may be overruled by a qualified one half majority.

E. The bylaw procedure, with the two preceding exceptions, is identical to the resolution procedure.

F. Bylaws shall be kept in record and appended to the Constitution.

Section 9: SGA Referendum

A. For any bill or resolution on substantial issues, Senators can motion for a referendum if he, she, or ze believes it is necessary.
   
   I. "Is needed" shall be defined as the following: the Senator believes the expected vote from Senate will not be representative of the student body at Colgate.
   
   II. A two-thirds majority vote is required to approve a motion for referendum.
   
   III. President may propose a referendum, but only needs approval from Speaker of the Senate. If contentious, the Parliamentarian will make the final decision on whether to approve or deny the motion for referendum.

B. Following approval of the referendum within 24 hours, Parliamentarian will be responsible for sending out a survey to the student body.
   
   I. The survey, regardless of exact digital method, shall be sent in the following format: summary of the bill or resolution, simple multiple choices of “in favor” and “not in favor,” attached link to the bill or resolution, and comment box.
   
   II. The referendum will be closed at 11:59 the Sunday immediately following the Senate meeting in which the referendum was approved.

C. The Parliamentarian shall collect the results of the referendum, and shall present the data to the Speaker of the Senate will then announce results in the following Senate meeting.
   
   I. If simple majority of referendum respondents vote in favor, the bill or resolution will pass.
   
   II. If simple majority of referendum respondents vote not in favor, the author of the bill or resolutions may decide to bring the bill or resolution back to committee or abandon the document.

Section 10: Confirmations

A. The President shall present all appointments to the Senate. All appointees are strongly encouraged to be present at their confirmation to answer the questions of Senators.
   
   I. If the appointee is not present, the President shall answer questions on his, her, or hir behalf.
B. The senate shall confirm executive appointments by a qualified two-thirds majority.
C. During the debate and vote, all candidates shall leave the Senate meeting.

Section 11: Closed Meetings

A. Closed meetings shall be called when highly sensitive issues are involved, where the Association at large is apt to prejudge Senators’ remarks despite their possible probative value.
B. A closed meeting may be requested by a motion and second from the Senate. A simple majority vote is required to close any Senate meeting. Impeachment proceedings are necessarily closed and censored, although any verdict and action taken may be publicized.
C. A closed Senate meeting requires the physical expulsion of all members of the Association and anyone else that is not the Parliamentarian, Senator, President or Vice President. The Senate may, however, summon anyone into the closed meeting for questioning.
D. All proceedings of a closed Senate meeting shall be kept confidential unless otherwise specified. The Parliamentarian, Senate, President and Vice President shall be censored from relaying any information about the proceedings to anyone not present, violators subject to dishonorable discharge.
E. Non-Senators are forbidden from engaging in substantive debate, except upon request of the Senate.

Section 12: Impeachment Proceedings and Officer Removal Procedures

A. Any Senator may bring forth a complaint against any member of the SGA Leadership or Senator. BAC members may never be impeached or removed from office unless for reasons of dereliction of duty, namely not attending BAC meetings. A complaint, to be considered, must be accompanied by a petition signed by fifteen Senators.
B. The Parliamentarian shall preside over the impeachment proceedings, unless the Parliamentarian is involved in the complaint. In this case, the Speaker of the senate shall preside. If biased as determined by a qualified majority of the Senate, the first available and unbiased committee chair in the ordered list in IV. 1. C. of the SGA Constitution shall preside.
C. The presiding officer shall then arrange meetings with all parties involved within a week of receiving the complaint. If after said meetings the positions of both parties remain in conflict, the presiding officer will then present the claim before Senate within two university weeks, notifying all parties involved of the complaint and the resulting proceedings.
D. At the designated Senate meeting, all regular Senate business shall cease until the complaint has been resolved.

E. First, the presiding officer will present the complaint. Second, each party will be granted an equal amount of time to present his, her, zir case. Third, a question and answer session will occur, allowing Senators to question either of the two parties. Fourth, the senate meeting shall be closed. Any involved parties, as deemed by the presiding officer, must also leave the room. Debate will continue without risk of cloture. Fifth, the Senate shall decide by voting if the leader in question shall be dishonorably discharged from duty.

F. Quorum must be met, defined by two-thirds attendance including proxies. A qualified two-thirds majority shall be required for dishonorable discharge of duty and forcible removal from office. A qualified simple majority shall be required for a censure or vote of no confidence.

G. In the event of a vacancy in the Executive due to resignation or forcible removal from office, the President shall appoint a permanent replacement, unless that vacancy is the President, in which case the Vice President will assume the role of President and appoint a new Vice President. All appointments are subject to Senate confirmation.

H. In the event of a vacancy in the Legislative Leadership due to resignation or forcible removal from office, a new election shall be held following the relevant procedures in these Bylaws.

I. Aforementioned votes are not subject to Presidential veto.

Section 13: Temporary Removal of the Chair

A. Any Senator may bring forth a motion for a vote of no confidence of the chair.

B. If seconded, the motion for the temporary removal of the chair is then debated.

   I. After the second, the Chair must step down. If the chair is the Speaker of the Senate, the Parliamentarian shall act as chair. If the Chair is the Parliamentarian, the Vice-President shall chair. If the Chair is a Committee Chair, the Committee Secretary shall act as temporary chair.

C. The Chair may speak on his, her, or hir behalf.

D. It requires a two-thirds vote of no-confidence to remove the chair for the remainder of the meeting.

E. The Senate can then decide if the actions in question merit further disciplinary action.

Section 14: The First Senate Meeting

A. The Parliamentarian shall determine the time and place of the first meeting of Senate, which shall occur as soon as all Senators have been elected.
B. Senators interested in holding the position of Speaker shall come to Senate with prepared remarks. The Elections Commissioners shall conduct a fair election to decide the Speaker.

C. Senators shall submit their preferences for committees on forms created by the Elections Commissioners.

Section 15: The State of Association Address

A. All Senators, Executive Board members, and Class Council members must attend the State of the Association address with the exception of a force majeure or otherwise legitimate academic excuse as defined by the University. The address will be delivered on a Tuesday evening and will count as the senate meeting for that week. If a senator is not in attendance, he, she, or ze will have an absence. Proxies shall not be counted as attendance for the address.

B. There will be mandatory business casual attire for senators and members of the Executive Board at the Address.

C. In case of a force majeure or otherwise unforeseen act that precludes the Executive from delivering the address, a secondary date shall occur during the one of the next two Senate meetings.

D. The First-Year, Sophomore, Junior, and Senior Class Presidents will be required to attend and also address the Association.

E. The spring installment of the State of the Association will include a speech by the President-Elect where, he, she, or zhe will outline their agenda for their upcoming term.

F. The spring installment of the State of the Association will include the swearing in of the President-Elect by placing one hand on the Colgate University SGA Constitution and repeating the Colgate University Student Government Association Presidential Oath of Office

I. The Oath of Office to be read is as follows, ‘I, (insert name of President-Elect here), do solemnly swear that I will faithfully execute the office of the President of the Colgate University Student Government Association; I will, to the best of my ability, support, preserve, and defend the Constitution of the Colgate University Student Government Association to protect and further the interests of the Association.’

II. The swearing in of the President-Elect will be presided over by the current Parliamentarian. In the case that the current Parliamentarian is the President-Elect, the swearing in will be presided over by the Speaker of the Senate.”

Section 16: Recommended Dress Code
A. Senators and Board Members are expected to dress in business casual for all Senate meetings. This code will be strictly enforced by the parliamentarian, who shall have the discretion to physically remove members who do not comply with the code as defined below.

B. Any member who has been removed from a meeting due to noncompliance with the dress code shall have fifteen minutes to change into appropriate dress and return. If he, she, or ze does not return in appropriate dress in the time period allotted, or if he, she, or ze does not return in appropriate dress, he, she, or ze shall be assessed one proxy absence.

C. Business casual shall be observed as follows: Men shall wear collared shirts and slacks/trousers (although exceptions may be made to the slacks/trousers rule based on weather), or dark-washed jeans, and women shall wear blouses/collared shirts with appropriate necklines, trousers, dark-washed jeans, or professional skirts with appropriate hemlines. No one may wear shirts with graphic designs or inappropriate necklines, nor clothing in disrepair, nor clothing too form-fitting. Appropriate footwear should be worn.

Section 17: SGA Golden Gavel Award

A. The SGA Golden Gavel Award shall be awarded to the First-Year Senator who exhibits the most participation, demonstrates leadership amongst their peers, and contributes positively to both general SGA meetings and the Colgate community as a whole.

B. Nominations for the Award will be made at the penultimate Senate meeting of the year and the recipient shall be awarded at the last Senate meeting of the year.

C. The current SGA President, Vice President, Parliamentarian, Speaker of the Senate, and CLSI Advisor will evaluate the nominations before the next Senate meeting and award one recipient at the last Senate meeting of the year.

D. The winner of The SGA Golden Gavel Award shall have his, her, or hir name engraved on a plaque that will be posted in a location determined by the CLSI advisor and Speaker of the Senate. The design and order of the plaque shall also be the responsibility of the current CLSI advisor and Speaker of the Senate.”

Article V: Student Task Forces

Section 1: Basis for Approval of Student Task Force

A. Plan of Action C. Registration Paperwork
   I. Each task force must write a plan of action in the manner set by SGA.
a. Plan of action updates including task force name must be submitted to the Student Organizations Committee (SOC) and approved by majority committee vote.
b. Any plan of action issues irresolvable by the SOC will then be sent to the Senate body for dispute.

II. The mission and goal of the task force must be clearly presented within the plan of action. The plan of action must also include a list of who is carrying out that mission, along with any leadership positions within the task force.

III. The plan of action must include a date of termination.

B. Purpose
   I. The task force must be beneficial and necessary to the enrichment of the Colgate community.
   II. The task force must fill a unique niche within the Colgate community.
   III. The task force must be open to anyone who wishes to participate.
   IV. Each task force must submit a Student Organization Recognition Information sheet, constitution, and petition of interest with fifteen (15) student signatures.

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

D. Senate Approval
   I. Each task force must be approved by a majority vote in the Senate.

E. Re-recognition
   I. The above process for gaining SGA recognition applies to any de-recognized task force looking to regain official recognition status. All paperwork must be updated and re-submitted.

Section 2: Responsibilities of Student Task Force

A. Required Paperwork
I. Task Forces are required to submit status reports to the Liaison promptly upon request of the Student Organizations Committee.

II. Task Forces are responsible for submitting End of Mission Reports.
   a. End of Mission Reports must include use of BAC funding, event and/or meeting activity. Task Forces can document issues or concerns about their task force, the SGA, the BAC, or CLSI in these reports.

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

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

D. Revoking of SGA Recognition
   I. A task force shall be bought forth in front of the Student Organizations Committee to determine if they shall remain a SGA recognized group if;
      a. They are found to be consistently delinquent in turning in required forms (status reports).
      b. Misuse BAC funds (purchase of alcohol, misappropriation of allocated funds/purchase of unauthorized items etc.)
      c. Become inactive for a year (two consecutive semesters.) To be inactive is not to sponsor any events and/or have no meetings.
   II. In order for a task force to have its recognition revoked, the Senate must approve by a majority vote.
   III. Once a task force’s recognition is revoked they immediately forfeit any BAC funds they have in their accounts and forfeit all rights that are gained through SGA recognition.

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

Section 3: Privileges of Student Task Forces

A. SGA-Recognized Task Forces
I. SGA-recognized task forces are those that have fulfilled the steps to gaining SGA approval and have been approved by a majority vote in the Student Senate.

II. SGA-recognized task forces have the following privileges:
   a. Use of Colgate’s name.
   b. Use of Colgate’s facilities, including the sponsoring or presenting of a public performance on Colgate property.
   c. Use of Colgate Vans.
   d. Fundraising.
   e. Use of the Colgate Print Shop.
   f. Use of the CLSI copy machine for organization related business.
   g. An email account.
   h. Funding from the BAC and budget account, excluding slush funds.
   i. First choice for Coop tables or tables at the Student Involvement Fair.

Appendix:

A. Section One: The new logo for the Senate of the Student Government Association shall be the following image:

NOTE:

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

Article X: Amendments

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

A majority vote is required to make amendments to and to implement Bylaws.