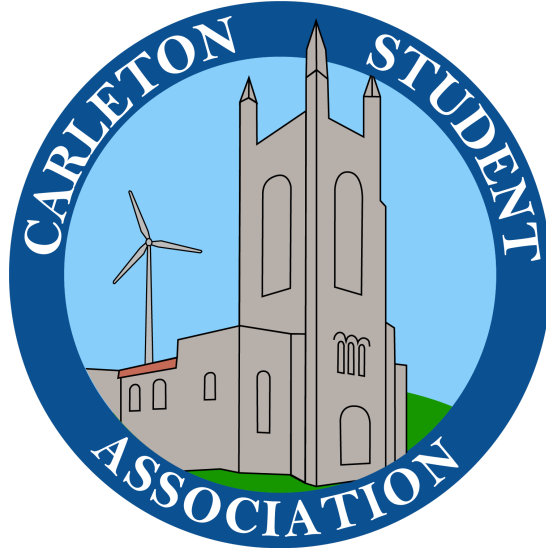


# BYLAWS OF THE CARLETON COLLEGE STUDENT ASSOCIATION<sup>1</sup>



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<sup>1</sup> These Bylaws are effective as of February 22, 2021.

## **PURPOSE**

The purpose of the CSA Bylaws is to define the precise procedures for carrying out the guidelines established by the CSA Constitution. The CSA Constitution and Bylaws shall be publicly accessible. Amendments to the CSA Bylaws shall pass with a simple majority vote of the Senate.

## **ARTICLE I: Organization and Structure**

### **Section 1: Senate Structure.**

The Senate shall consist of four CSA Executives, namely, CSA President, Vice President, Treasurer and Communications Officer ; Office and Committee Liaisons; and three Class Representatives, all elected at large from the CSA. The CSA Executives shall appoint a Secretary from the CSA at the beginning of Fall Term.

### **Section 1.1: Executive Board.**

The Executive Board of the Senate shall consist of four CSA Executives, namely, CSA President, Vice President, Treasurer, and Communications Officer.

### **Section 1.1.1: CSA President.**

The CSA President shall be elected as a third-year to serve as the chief executive of CSA. The CSA President shall perform the following functions:general meeting

- A. Lead the CSA and its subsidiary bodies.
- B. Serve as the official voice of the CSA and act as its primary representative.
- C. Preside over General and Senate Meetings of the CSA.
- D. Recommend legislation to the CSA Senate and its subsidiary bodies.
- E. Veto a CSA proposal, if necessary. The President may only veto an initiative after the CSA has voted. A veto may be issued up to a week after said vote. The Senate may overturn this veto by a three-fourths ( $\frac{3}{4}$ ) vote within a week after said veto.
- F. Deliver to the proper authorities all resolutions, statements, letters, and policy proposals.
- G. Serve as the Student Liaison to the Student Life Committee of the Board of Trustees.
- H. Serve on the Student Life Advisory Committee and College Council in an ex-officio capacity.
- I. Delegate the responsibilities of any office described in this Article that is temporarily vacant. The President shall also preside over the Appointments Committee to fill vacant positions on CSA Senate and college advisory committees.
- J. Compile the Executive Reports in conjunction with other Executives.
- K.
- L. Convene the Constitutional Review Board every Winter Term as outlined in the Bylaws.

- M. Must receive Green Dot Training
- N. Perform any additional tasks the CSA shall determine.

The CSA President shall have no vote on the Senate except when a tied vote must be broken.

### **Section 1.1.2: CSA Vice President.**

The CSA Vice President shall be elected as a second-year or third-year. The Vice President shall perform the following functions:

- A. Perform the duties of the Office of the President in their absence.
- B. Lead the Budget Committee.
- C. Administer all CSA funds according to the CSA Financial Regulations stipulated in the CSA Constitution and Bylaws.
- D. Conduct Spring Allocations for the following Fiscal Year.
- E. Serve as a voting member of the Senate except in the temporary absence of the President when they shall lead the CSA.
- F. Jointly compose the Executive Reports with other Executives in accordance with Article V of the CSA Constitution.
- G. Distribute Budget Updates to the student body at the end of every term.
- H. Regularly consult with students-at-large from all College Committees without Senators.
- I. Must receive Green Dot Training
- J. Must send mid-term and termly reports with the Treasurer to all cultural organizations as defined in the Financial Guidelines to inform them of how much money remains in the Cultural Org Fund
- K. Perform any additional tasks the CSA shall determine.

The CSA Vice President shall have no vote on the Budget Committee except when a tied vote must be broken.

### **Section 1.1.3: CSA Treasurer.**

The Treasurer shall be elected as a sophomore or junior. The Treasurer shall perform the following functions:

- A. Lead the Student Projects Committee (SPC).
- B. Perform the duties of the Office of the Vice President in their absence.
- C. Act as a voting member of the Senate.
- D. Administer all CSA funds according to the CSA Financial Regulations stipulated in the CSA Constitution and Bylaws.

- E. Present a budget, prepared in conjunction with Budget Committee and officers of CSA chartered organizations, to the Senate for approval each academic year.
- F. Publish a statement of the financial status of the CSA three times a year as required by the College.
- G.
- H. Jointly compose the Executive Reports with other Executives in accordance with Article V of the CSA Constitution, in addition to the termly financial statements.
- I. Must receive Green Dot Training
- J. Must send mid-term and termly reports with the Treasurer to all cultural organizations as defined in the Financial Guidelines to inform them of how much money remains in the Cultural Org Fund
- K. Perform any additional tasks the CSA shall determine.

**Section 1.2: Public Relations Officer.**

The Communications OfficerPublic Relations Officer shall be elected as a first-year, second-year, or third-year. The Public Relations Officer shall perform the following functions:

- A. Serve as the chair of COMP.
- B. Act as a voting member of the CSA Senate.
- C. Gather relevant information, including updates from Office and Committee Liaisons for the COMP Newsletter.
- D. Disseminate information to the CSA at their own discretion or at the request of the CSA Executives.
- E. Compile two reports each academic term detailing their projects, initiatives, or accomplishments of the term.
- F. Jointly compose the Executive Reports with other Executives in accordance with Article V of the CSA Constitution.
- G.
- H. Must receive Green Dot Training
- I. Perform any additional tasks the CSA shall determine.

**Section 1.3: CSA Secretary.**

The Secretary shall be appointed by the CSA Executives at the beginning of Fall Term. The Secretary must be a student-at-large and shall be paid the regular student wage as determined by the College.

Tasks of the Secretary shall include:

- A. Recording and publishing Senate minutes.

- B. Ensuring that copies of Senate agendas and minutes are provided to each member of the Senate at least one day prior to the Senate Meeting.
- C. Ensuring that all guests at the Senate Meeting have access to the Senate agenda.
- D. Posting the Senate minutes.
- E. Maintaining a permanent file of Senate agendas, minutes, and guest records.
- F. Distribute committee requests to Budget Committee members.
- G. Scheduling committee meetings.
- H. Taking Budget Committee minutes and distributing them to the Senate.
- I. Serving as a voting member of the Media, Publicity, and Outreach Committee (COMP).
- J. Distributing the all-campus email twice a week.
- K. Attend CSA Executive Meetings
- L. Must have receive Green Dot Training

#### **Section 1.4: Class Representatives.**

Two Class Representatives shall be elected in the Winter to represent classmates within their year. They shall perform the following functions:

- A. Represent classmates within their year and create opportunities for social and intellectual interaction.
- B. Act as voting members of the CSA Senate.
- C. Serve on the Appointments Committee in an ex-officio capacity.
- D. Volunteer two hours of service per term as defined by Article II section 4.
- E.
- F. Compile two reports each academic term detailing their projects, initiatives, or accomplishments of the term.
- G. Serve in at least one CSA working group or sub-committee.
- H. Must receive Green Dot Training
- I. Perform any additional tasks the CSA shall determine.

#### **Section 1.5: Committee and Senate Liaisons.**

Liaisons shall be directly elected in the Spring. They shall perform the following functions:

- A. Report the discussions and actions of their committee to the Senate, report Senate recommendations on matters of policy and action to their committees, and make bi-termly reports to the President to be posted on the website by the CSA Secretary, President or another member of the Senate.
- B. Be members of the Senate and their respective committees.
- C. Volunteer two hours of service per term as defined by Article II section 4
- D. Meet regularly with their respective offices.

- E. Compile two reports each academic term detailing their projects, initiatives, or accomplishments of the term.
- F. Serve in at least one CSA working group or sub-committee.
- G. .
- H. Must receive Green Dot Training
- I. Perform any additional tasks the CSA shall determine.

Office and Committee Liaison seats shall include:

- A. College Council Liaisons
- B. Sexual Misconduct Prevention and Response (SMPR) Liaison
- C. Inter-Campus Liaison
- D. Education and Curriculum Committee (ECC) Liaison
- E. Environmental Advisory Committee (EAC) Liaison
- F. Admissions and Financial Aid Committee (AFAC) Liaison
- G. Community Equity and Diversity Committee (CEDI) Liaison
- H. Residential Life Liaison
- J. The Center for Community and Civic Engagement (CCCE) Liaison
- K. Clubs Sports/Physical Education, Athletics, and Recreation (PEAR) Liaison
- L. Office of Intercultural and International Life (OIIL) Liaison
- M. TRIO/SSS Liaison
- N. Gender and Sexuality Center (GSC) Liaison
- O. Chaplain's Office Liaison
- P. Office of Health Promotion (OHP) Liaison
- Q. Disability Services Liaison

## **Section 2: CSA Committees**

### **Section 2.1: Formation and Dissolution of Committees.**

The Senate or General Meeting may establish, reissue, revise, or revoke, by two-thirds ( $\frac{2}{3}$ ) vote, any ad hoc committees as it deems necessary, unless otherwise specified in the CSA Bylaws or Constitution.

### **Section 2.2: Committee Chairs.**

Committee chairs shall be nominated by the President and confirmed by a majority vote of the Senate, unless otherwise specified in the CSA Bylaws or Constitution.

### **Section 2.3: Addition and Removal of Committees Members.**

- A. Committee Chairs shall be responsible for recommending CSA members to fill vacancies on their respective committees.
- B. Committee members missing two or more meetings shall be removed upon the recommendation of the Committee Chair and a majority vote of the Senate.
- C. The Senate or General Assembly may, by two-thirds vote, remove any member of a standing or ad hoc committee.
- D. Removed members shall be replaced immediately using the appointment method described in this Article or the Committee's Charter.

#### **Section 2.4: Committee Quorums.**

Committees must have a quorum of voting members present to conduct business. Quorum shall be defined as the presence of a majority of voting members, unless otherwise specified in these Bylaws.

#### **Section 2.5: Committee Meetings.**

Committee meetings shall be open to the CSA, unless otherwise specified in these Bylaws. Nothing in this section shall be construed as to limit the powers given to the Chair in Robert's Rules of Order.

#### **Section 2.6: CSA Subsidiary Committees.**

- A. A CSA Subsidiary Committee is a group established by the CSA Senate to complete congressional work, or official work of the CSA Senate.

#### **Section 2.6.1: Appointments Committee.**

- A. The Appointments Committee shall be responsible for making recommendations for vacant positions on the Senate and College Advisory Committees to the CSA Senate.
- B. The Committee shall be chaired by the CSA President, who shall not vote except when their vote would change the outcome. If the President is absent, the Vice President shall chair the Committee, and shall not vote in this case except when their vote would change the outcome.
- C. The Committee shall comprise of Class Representatives, and any other Senate members who wish to join.
- D. Decision making power will be vested in the Committee with a quorum. A quorum will be defined as the presence of a majority of the voting members, where the first term students at-large will become voting members to meet this requirement.

#### **Section 2.6.2: Budget Committee.**

- A. The Committee shall be responsible for creating recommendations for the allocation of funds above 1,000 to the Senate and shall serve as the advisory committee to the Treasurer as is

deemed appropriate. Funds under 1,000 are deemed confirmed by the Budget Committee and do not need approval from the Senate.

- B. The Committee shall have weekly meetings throughout the academic year during all weeks Budget Request Forms have been submitted as described in Item H.
- C. The Senate shall not consider any appropriation of CSA funds that has not been voted on by the Budget Committee. Budget Committee recommendations must be posted publicly at least two days before the Senate shall vote on them.
- D. The Committee shall be chaired by the Vice President, who shall not vote except when their vote would change the outcome. If the Vice President is absent, the Treasurer shall chair the Committee, who shall not vote in this case except when their vote would change the outcome.
- E. The Senate shall appoint two Senators and thirteen students-at-large. Students-at-large shall not vote during the first term they serve, unless a quorum is not present. Students-at-large may keep their seat until they go off campus, are no longer enrolled, or graduate. Former Committee members wishing to reapply shall be given priority when considering applications.
- F. Decision making power will be vested in the Committee with a quorum. A quorum will be defined as the presence of a majority of the voting members, where the first term students at-large will become voting members to meet this requirement.
- G. The Budget Committee shall allocate from the funds as described in Article VII of these Bylaws, unless otherwise stated.
- H. The Chair will ensure that Budget Request Forms are available to the CSA and serve as a contact for questions about the Form or the budgeting process. Budget requests for events should be submitted well in advance of the event taking place. Thus, the request must be submitted nine days before the Wednesday before the event. Requests not submitted on time can be heard by the discretion of the Budget Committee Chair.
  - a. Alternatively, if the event takes place within the first two weeks of the term, the request must be in by the Tuesday of the first week.
  - b. Events that take place before the first meeting of the term must have received funding in a previous term.
- I. Budget Request Forms must be submitted to the Vice President, Treasurer, and Secretary and to Committee members at least two days prior to the Committee meeting.
- J. The Committee shall consider and deliberate on requests in sessions open to the CSA, except for Spring Allocations.
- K. The Committee shall consider all of the following criteria when evaluating a budget request:
  - a. The most efficient use of funds within CSA Chartered Organizations and the Carleton community, paying particular attention to previously and simultaneously scheduled events, as well as the current amount of available funds.
  - b. The number of people in the community that will be served by the organization and by the request.
  - c. The number of students in the organization, looking at past and present data.



- d. The past performance of the organization, including the success of their previous events, management of funding, consistency in organization, and amount of interest the group generates.
  - e. The future stability of the organization.
  - f. The organization's priorities.
- L. In addition to following the above criteria, the Committee shall encourage the organization to seek alternate sources of funding.
- M. Appeals of the Committee recommendation shall be made to the Senate during the meeting that the recommendation is being considered.
- N. The Senate must do one of the following with a Committee recommendation:
- a. Approve the recommendation by a majority vote, except where noted in the Financial Guidelines.
  - b. Amend the recommendation by a two-thirds ( $\frac{2}{3}$ ) vote, except where noted in the Financial Guidelines.
  - c. Refer the rejected recommendation back to the Committee with no formal recommendation.
- O. Instances of reported financial misconduct shall be resolved by the Treasurer in consultation with relevant organizations and the College.
- P. The Budget Committee may table a request to the next week with a three-fourths ( $\frac{3}{4}$ ) vote of those present. Should this motion make it impossible for the party requesting funding to re-apply to the Committee, it will be considered a zero dollar recommendation.
- Q. During Spring Allocations, the Budget Committee shall allocate money to ensure the Cultural Organization Fund is filled up to at least \$30,000. This means that if the fund has \$15,000, the committee must add an additional \$15,000 to the fund for the following year.

**Section 2.6.3: Constitutional Review Board.**

- A. The Board, when charged by the CSA President or a majority of Senate, shall make an annual review of the Constitution and Bylaws during Winter Term and propose recommended changes to Senate after this review.
- B. The Board shall be composed of two Officers, three Senators, and three students-at-large.
- C. The Constitutional Review Board shall review the Senate Diversity Survey Winter Term of every year.

**Section 2.6.4: Election Committee.**

- A. The Committee shall be charged with planning, conducting, monitoring, and tallying the election and referendum results in accordance with Article III of these Bylaws, as well as the investigation of allegations of wrongdoing.
- B. The Committee shall be composed of a non-voting President Chair and three Senators. No candidate for an elected position may serve on the Committee. No member of the Committee shall have a clear, vested financial interest, or maintain outward bias for or against any referenda as determined by a majority of the Senate.
- C. The Committee shall enforce the Election Rules in Article III of these Bylaws.
- D. The Election Committee shall be responsible for ensuring that all submitted platforms are made available to the student body at least three calendar days before the election begins and prior to the Candidate Debates.
- E. The Committee shall investigate any allegations of wrongdoing in the election within one week after the close of voting. A closed hearing must be held that allows the person(s) involved to present their case. If sufficient evidence exists that a candidate failed to comply with the rules, the Committee may recommend to Senate actions deemed appropriate.

**Section 2.6.5: Governance Committee.**

- A. The Committee shall be charged with chartering CSA organizations; interpreting the Constitution, Bylaws, and Robert's Rules of Order; recommending changes to the Constitution and Bylaws; formulating referenda proposals; formalizing language in documents specified by the Senate; and ensuring compliance with the Constitution, Bylaws, and Robert's Rules of Order.
- B. At the request of one-third of the Senate, matters will be referred to the Committee for a ruling. The Committee may rule on matters not referred to at its discretion.
- C. If the Committee rules an action of the CSA in violation of the Constitution, Bylaws, or Robert's Rules of Order, the action is null and void. The ruling may be overturned by a two-thirds ( $\frac{2}{3}$ ) vote of the Senate.
- D. If the Committee finds that a Chartered Organization no longer meets the requirements for Chartered Organization status, the Committee will inform the organization of the finding and post its findings on the CSA's website one week before the organization is marked inactive. If it receives no indication that the organization is active within one week, it will be marked inactive. If it is not corrected after one term, the Committee and the Senate may impose sanctions including but not limited to the deactivation of Chartered Organization status.
- E. The Committee shall be composed of three Senators, three students-at-large, and the College Council appointed by the Executive Board to serve as a regular member and Chair. Quorum shall be defined as four voting members.

## **Section 2.6.6: Student Projects Committee (SPC).**

### **Section 2.6.6.1: Mission.**

The Committee shall consider its mission all of the following:

- A. Creating recommendations for the allocation of excess rollover funds as defined as the CSA General Fund balance of the most recent Fiscal Year end exceeding \$65,000.
- B. Implementing student projects once approved by the Senate and, for projects costing more than \$4,000, the student body.
- C. Advising the Treasurer on anything that directly affects the recommendation and implementation of student projects.
- D. Recommending and implementing projects for the good of the student body.

### **Section 2.6.6.2: Membership.**

- A. The Committee shall consist of the Treasurer, two Senators and four students-at-large.
- B. The Treasurer shall perform the following tasks:
  - a. Chair the Committee.
  - b. Ensure that the Project Proposal Form remains available to CSA members.
  - c. Serve as contact for questions about the above form, the proposal process or any other aspect of the Committee:
    - i. Maintain a record of past proposals and ensure that it is publicly available.
    - ii. Other actions consistent with the mission of the Committee.
- C. Two Senators and four students-at-large members appointed by the Senate who shall perform the following tasks:
  - a. Draft student project proposals.
  - b. Implement approved student projects.
  - c. Other actions consistent with the mission of the Committee.

### **Section 2.6.6.3: Proposal Calendar.**

The Committee shall operate under a project proposal and implementation calendar as follows:

- A. Fall Term:
  - a. The Committee will propose up to five projects under \$4,000 to the Senate for approval by the seventh week.
  - b. The Committee will implement currently active projects (i.e., not having passed their termination date).
- B. Winter and Spring Terms:

- a. The Committee will propose up to five projects each term (ten total) of any amount to Senate for approval by fifth week and, for projects costing more than \$4,000, to the student body in the election immediately following approval.
- b. The Committee will implement currently active projects (i.e., not having passed their termination date).

#### **Section 2.6.6.4: Project Life Cycle.**

The Committee shall operate according to the following project life cycle consistent with the above Committee calendar:

- A. Proposal: The Committee drafts a paragraph describing the proposal (i.e., description, location, rationale, end-date and cost).
- B. Formal Approval: The Committee can begin implementation only after the Senate and the student body vote as prescribed in these Bylaws.
- C. Implementation: The Committee contacts administrators, presents to College Committees, transfers funding and any other action necessary to implement the project.
- D. Conclusion: The Committee finishes implementation of a project in one of two ways:
  - a. Completion: The Committee successfully implements the project (i.e., project installation).
  - b. Termination: the Committee ends implementation of an incomplete project on the date specified by the project proposal or by the recommendation of SPC and a majority vote by the Senate.
- E. Reinstatement: The Committee reconsiders the project starting at the drafting step and proceeding through the other steps just like a new project. The Committee can consider reinstatement at any time.

#### **Section 2.6.6.5: Project Evaluation.**

The Committee shall consider all of the following criteria when evaluating a proposal for presentation to the CSA Senate:

- A. The most efficient use of funds within the Carleton community.
- B. The number of people in the Community that will be served by the proposal.
- C. Senate's current budget priorities.
- D. CSA's current financial situation (e.g., the change in the rollover from the year prior to introduction to the year prior to requested reinstatement).
- E. The project's history (e.g., the current progress of the project given the number of people who have taken the time to implement it and the number of terms since its passage).

#### **Section 2.6.6.6: Formal Approval.**

The Committee shall receive formal approval to implement projects as follows:

- A. The Committee presents to the Senate up to five proposals for initial feedback from Senate and for Senate to publish, with a majority vote, the proposals on its website for a week.
- B. Senate takes one of the following actions on the proposals now published for a week:
  - a. Approve the recommendation by a majority vote.
  - b. Amend the recommendation (cost or end-date or any other part) by a two-thirds vote.
  - c. Refer the rejected recommendation back to the Committee with no formal recommendation. The Committee may present it in a future term.
- C. The Committee begins implementing all projects under or equal to \$4,000 having received formal approval from the Senate.
- D. For projects costing more than \$4,000 receiving Senate approval, the President incorporates them into the CSA elections of the term of their proposal as a referendum. The ballot shall poll the student body on the question of approval in the following manner:
  - a. Students will vote yes or no on each proposal.
  - b. Funds shall be allocated to proposals in total “yes” vote order provided that funds are available.
  - c. Funds shall only be allocated to proposals that pass with a majority of the votes cast by students.
- E. The Committee begins implementing all projects over \$4,000 having received formal approval from the Senate and the student body.

#### **Section 2.6.6.7: Interpretation.**

Governance Committee members, Senate members and CSA members shall consider the following when interpreting the above sub-sections:

- A. The above subsections should not be interpreted as allowing a project to be placed on the ballot except for a referendum by majority student vote.
- B. The above subsections should not be interpreted to allow the transfer of funding to or implementing of a project while the Governance Committee deliberates on the approval status of that project. Senators can motion for the Governance Committee to check the approval status of a project in accordance with the CSA Constitution and Bylaws. Governance Committee could then recommend (subject to overturning in Senate) a project as approved or not approved according to their interpretation of the bylaws.
- C. Senators may only vote to suspend the above bylaws, requiring a three-quarters ( $\frac{3}{4}$ ) vote, in order to end implementation of a project before its termination date or to lower the requirement for a project to require a student vote (i.e., lower or remove the \$4,000 threshold for a project) or to allow SPC to present more than five projects to the Senate during a term. Senators may not suspend the bylaws requiring a student vote for projects that require student body approval or any other bylaws not specifically referred to in Section 2.6.6.4.

**Section 2.6.7: Media, Publicity, and Outreach Committee (COMP).**

- A. The Committee shall be charged with managing and developing the CSA's student outreach, media presence, and public image.
- B. The Committee shall consist of a Media Wing, Publicity Wing, and Outreach Wing:
  - a. The Media Wing:
    - i. The COMP Media Wing shall utilize appropriate media networks to publicize and promote the CSA and its events, initiatives, and projects.
    - ii. The Media Wing shall be responsible for consistently reviewing and updating the CSA website.
    - iii. The Media Wing shall consist of two student-at-large members appointed by the CSA Senate.
    - iv. The Media Wing shall perform other functions that relate to advancing the CSA's media presence.
  - b. The Publicity Wing:
    - i. The COMP Publicity Wing shall be responsible for publishing a bi-termly CSA Digital Newsletter.
    - ii. The CSA Digital Newsletter shall include news from CSA Senate and all CSA Committees as well as news emanating from the Board of Trustees and College Committees in which CSA has liaisons.
    - iii. The Publicity Wing shall consist of two student-at-large members appointed by the CSA Senate.
  - c. The Outreach Wing:
    - i. The Outreach Wing shall be responsible for developing initiatives and ideas that augment the general CSA's knowledge and awareness of CSA and its functions.
    - ii. The Outreach Wing shall expand student involvement in CSA, with a particular focus on increasing student attendance to CSA Senate meetings.
    - iii. The Outreach Wing shall consist of four members, namely, the CSA Secretary; a liaison from Budget Committee appointed by the CSA Treasurer and Vice President; a liaison from CSA Senate appointed by the CSA Executives; and a liaison from the SPC appointed by the CSA Treasurer.
- C. The Committee shall meet weekly at a time and place determined by the active Committee members during the academic year. Attendance for the Committee shall follow the rules and procedures stipulated in these Bylaws.
- D. The Committee shall not advocate for, be involved in, or contribute to the campaign of any candidate during the CSA Elections.

- E. The Committee shall be chaired by a non-voting Public Relations Officer elected every Winter Term.
- F. The Public Relations Officer must also perform the following duties in addition to chairing COMP meetings:
  - a. Be an active voting member of the CSA Senate.
  - b. Gather relevant information including updates from Office and Committee Liaisons for the COMP Newsletter.
  - c. Manage the CSA mailing list and disseminate information to the CSA via email at their own discretion or at the request of the CSA Executives.
- G. The Committee must administer an annual campus-wide student survey during Winter Term assessing student awareness and knowledge of CSA and its functions.
  - a. The Public Relations Officer shall present the findings of the CSA Senate before the end of the Winter Term during which the survey was administered.

## **ARTICLE II: Senate Procedures**

### **Section 1: Senate Meetings.**

#### **Section 1.1: Agenda and Minutes.**

- A. Senate agendas must be published at least one day prior to the Senate Meeting and posted in the Monday all-campus email.
- B. In the course of a Senate Meeting, the agenda may be modified by a two-thirds ( $\frac{2}{3}$ ) vote of the Senate or by unanimous consent.

#### **Section 1.2: Meeting Procedure.**

- A. Robert's Rules of Order Newly Revised shall govern Senate Meetings in all cases except where explicitly stated otherwise by the CSA Constitution or Bylaws.
- B. Senate Meetings shall be open to all members of the CSA, with speaking privileges limited only by Robert's Rules of Order. External observers (non-members of the CSA) are permitted at the discretion of the body, and may be ordered to leave the room on a majority vote of the Senate.
  - a. In the case of appointments and impeachments, concerned parties may be asked to leave the room while the Senate deliberates.

#### **Section 1.3: Voting Procedure.**

- A. Senate shall pass motions by a simple majority vote of present Senate members unless otherwise stated. Abstentions do not count towards the total number of Senators voting.
- B. Roll call votes will be considered by the Chair.

- C. Senate shall follow a written Conflict of Interest policy and shall publish that policy on its website. Senate may update the policy at any time with a two-thirds ( $\frac{2}{3}$ ) vote.
  - a. A conflict of interest occurs when there is a conflict between a Senator's private interest and public responsibilities.
  - b. Senators must abstain on votes for activities with a limited number of spots, for which they plan to apply. Senators must abstain from votes that would give them direct and exclusive monetary benefit.
  - c. Senators can vote on anything else so long as it does not violate the above.
  - d. The President will initiate a conversation with anyone accused of or admitting to violating the Conflict of Interest bylaw and discuss possible consequences including but not limited to impeachment.

#### **Section 1.4: Resolutions, Letters, and Statements.**

- A. The CSA Senate may pass a resolution, letter or statement in support of a cause on behalf of student organizations, groups of interested students, Senators, or even the Carleton administration.
- B. All resolutions shall be submitted to the President five days in advance of the meeting by the sponsor. This requirement may be waived via unanimous consent or a two-thirds ( $\frac{2}{3}$ ) procedural vote of the Senate.
- C. The President shall ensure that all introduced resolutions comply with a standardized template, to be available on the CSA website and at the Senate office.
- D. All passed resolutions relating to external (non-CSA) actors shall be emailed to the relevant persons within a week of passing.
- E. The text of all resolutions, letters, and statements must reflect the non-discrimination policy of the CSA.

#### **Section 1.5: Surveys.**

- A. The CSA officers shall administer a diversity survey Winter Term of every year to Senate.
- B. The results of this survey (aggregated by a third party) shall be published online and made accessible to all members of the CSA.
- C. Senate will conduct a termly survey of every Senator's campus employment and leadership positions, and will publish the results of this survey on its website

#### **Section 2: General Meetings.**

- A. The President of the CSA must be presented with a petition signed by one-fifth ( $\frac{1}{5}$ ) of all on-campus members of the CSA in accordance with Article IV of the CSA Constitution.
- B. The petition must contain the names of three sponsoring students.



- C. The petition must contain the topic to be discussed.
- D. Each signature on the petition must be accompanied by a printed name and class year. The President shall, at a minimum, conduct spot-checks to ensure the validity of the signatures.
- E. Alternatively, the Senate may convene a General Meeting by a majority vote. The resolution calling for the Meeting must include the topic to be discussed.

### **Section 2.1: Convening a General Meeting.**

- A. Following receipt of a successful motion or petition for the convening of a General Meeting, the President shall schedule a General Meeting to take place within two weeks of receipt of the verified petition.
- B. The President shall schedule the meeting to enable maximum student attendance and participation.
- C. The President shall duly post and make public the time, location, and proposed agenda of the General Meeting.

### **Section 2.2: Quorum for a General Meeting.**

- A. Quorum for a General Meeting shall be at least one-fifth of the on-campus members of the CSA. The Meeting may not be convened if quorum is not met.
- B. Upon entering the Meeting, all students shall sign in with their printed name and class year to assist in verifying quorum, and sign out if they leave before the close of the meeting. A teller shall maintain a running tally of the number of students presently in the meeting.

### **Section 2.3: Agenda and Conduct of a Meeting.**

- A. The Agenda of the General Meeting shall be set by the President in consultation with the Vice President of the CSA and any student leaders on the topic of consideration (sponsoring students on the successful petition, the Senator who successfully moved the General Meeting, etc.).
- B. Each General Meeting shall debate only one topic.
- C. The President shall preside over all General Meetings.
- D. All CSA members are eligible to attend a General Meeting. Non-CSA members shall be permitted solely at the discretion of the President.
- E. All motions for general consideration shall be accepted at the discretion of the President.
- F. Except where explicitly stated in the Constitution and Bylaws of the CSA, General Meetings shall be conducted according to Robert's Rules of Order, Newly Revised.

### **Section 3: Closed Sessions.**

- A. Senate members may, by a two-thirds ( $\frac{2}{3}$ ) vote, move the Meeting to a Closed Session. Alternatively, the CSA President may, at their discretion, move a Senate Meeting to an Executive Session to discuss matters of a sensitive nature.
- B. Only members of the Senate shall be part of the Executive Sessions.
- C. The CSA Secretary shall not record the minutes during these sessions but rather will provide a brief explanation as to why the Senate moved to a Closed Session.

**Section 4: Service Hours**

- A. Service hours may take place outside of the Senate unless senators are given an opportunity during CSA Senate.
- B. Senators may achieve their hours within CSA by serving a CSA working group or at a College function

**ARTICLE III: Elections and Appointments**

**Section 1: Election Procedures.**

- A. One election shall be held each Winter and Spring Term. Officers and nine Senators shall be elected Winter Term. Remaining Senators shall be elected Spring Term.
- B. The nine Senators elected Winter Term shall be elected as Class Senators of their respective grades. Two first-year students, two sophomores, two juniors, and two seniors shall be elected. When the two senior seats are vacated in Fall Term, they shall be filled by appointment with a first-year student. Prospective Candidates for Class Senators may be voted upon by students of their class. Additionally, the COMP senator shall be elected during this election.
- C. Position announcements shall be made before the fifth week of the respective term and must include the position descriptions, due dates of platform submission and any required petitions, date of the Candidate Debates, and date of the election.
- D. Candidate platforms shall be due by a date determined by the President with the advice and consent of CSA Senate before eighth week of the respective term and submitted to the Election Committee.
- E. Prospective candidates must confirm their candidacy and submit petitions for the upcoming Election at least one week before platforms are due via an online commitment form administered by the CSA President. Platforms shall be due three days prior to petition submissions.
- F. Candidate debates shall occur before the election polls open.
- G. The election shall be concluded before the ninth week of the respective term.
- H. Online polls must be open for a minimum of twenty-four hours.

**Section 2: Position Requirements.**

- A. Candidates for all elections must be current members of the CSA.
- B. Petition Requirements:
  - a. Petitions for the position of President must be signed by at least twenty- five students, including at least five from each class.
  - b. Petitions for the office of Vice President and Treasurer must be signed by at least twenty students, including at least five from each class.
  - c. Petitions for Senators must be signed by at least fifteen students from the respective class from which the candidate is running.
  - d. Petitions for the Committee on Student Life Liaison, Education and Curriculum Committee Liaison, Admissions and Financial Aid Committee Liaison, Environmental Advisory Committee Liaison, Community Equity and Diversity Liaison, OIIL/GSC/TRIO Liaison, CCCE Center For Community and Civic Engagement Liaison, and Sports Liaison must be signed by at least 15 students.
  - e. Petitions for College Council Students-at-Large and CSA Senate/College Council Liaisons must be signed by at least twenty- five students, including at least five from each class.
- C. Students may run for only one position per election.
- D. A student may only hold one position at a time.

### **Section 3: Voting System.**

- A. For the election of Officers and Liaisons with the exception of College Council Liaisons, positions will be awarded to the candidate with the plurality of the votes.
- B. For the election of Senators, each voter shall be entitled to a number of votes equal to the number of open seats for a given position. A voter may not give more than one vote to the same candidate.
- C. Voting rules and instructions shall be on the ballot.
- D. Write-in votes must clearly distinguish to the majority satisfaction of the Election Committee the person intended to receive the vote. All ambiguous votes shall be declared void.
- E. If a portion of a ballot is inconsistent with the rules in this Section, that entire portion is void.
- F. If a true tie exists between candidates in a regular election, a runoff election shall be held within one week of the original election. If a true tie exists between candidates in a special election, the tie-breaking vote goes to the Senate. The candidate receiving a plurality of votes in the Senate shall be declared the winner of the vote.

### **Section 4: Election Rules.**

- A. Candidates must be current members of the CSA.
- B. No candidate may knowingly destroy or deface another candidate's property.
- C. No candidate may spend more than \$25.00 on their campaign.

- D. No candidate may receive or act upon inside information regarding the progress of the election before the polls close.
- E. No CSA Chartered Organization may spend any money on a candidate.
- F. A candidate shall not use a CSA Chartered Organization's email list to campaign. Emails shall be typed manually and distributed thereafter.
- G. Candidates must consult any relevant student group, club, or organization before referencing them in their platforms, future plans, and other campaign activities.
- H. Candidates must include signatures of all clubs and organizations referenced in their platforms.
- I. A candidate may have a maximum of 30 posters, with a maximum of 4 per building, up at any one time during the campaign.
- J. Willful violation of these rules by candidates may be referred by majority vote of the Election Committee to the Senate, which may, by two-thirds ( $\frac{2}{3}$ ) vote, bar guilty candidates from running again for one academic term and/or refuse to seat any guilty winner, in which case a special election must be held in the same term for the vacant seat.

### **Section 5: Elected Candidate Responsibilities.**

- A. Newly-elected Senators, Liaisons, and Officers must attend one Budget Committee and two Senate Meetings during the term in which they are elected, unless excused by the President. If this requirement is not met, the Senator or Liaison shall be considered to have missed one Senate Meeting in his or her first academic term in office.
- B. Newly-elected Liaison Senators must meet with the chairs of their respective committees or director of respective offices to discuss their role as a Liaison during the term they are elected.

### **Section 6: Appointments.**

#### **Section 6.1: Internal Appointments.**

- A. As necessary, the Senate shall conduct a series of internal appointments to CSA and College Committees and offices.
- B. The following positions shall each be filled by Senators:
  - a. One appointed Senator may be charged by the CSA President or majority vote of Senate with communication between the general members of the CSA and the Senate.
  - b. Governance Committee Liaisons: Three appointed Senators shall serve as Senate Liaisons to CSA Governance Committee as defined in Article I, Section 2.6.5 of these Bylaws.
  - c. Two CSA Budget Committee Liaisons: Two appointed Senators shall serve as defined in Article I, Section 2.6.2 of these Bylaws.

- d. Two CSA Student Projects Committee Liaisons: Two appointed Senators shall serve as defined in Article I, Section 2.6.6 of these Bylaws.

## **Section 6.2: External Appointments.**

- A. As necessary, the Senate shall conduct a series of external appointments to CSA and College Committees and offices.
- B. External appointments shall be defined as positions to be filled by students-at-large and Senators drawn from the CSA.
- C. A student-at-large shall be defined as any non-Senator member of the CSA.
- D. Announcement of the position must be made at least three days prior to the Senate meeting when the position will be confirmed.
- E. The following external committee positions shall each be filled by the Senate:
  - a. Committee on Student Life (CSL): Four students-at-large, one of whom must be a first year student.
  - b. Education and Curriculum Committee (ECC): Four students-at-large
  - c. Environmental Advisory Committee (EAC): Three students-at-large
  - d. Admissions and Financial Aid Committee (AFAC): Three students-at-large.
  - e. Academic Standing Committee (ASC): Three students-at-large.
  - f. Committee on Convocation and Common Conversation: Two students-at-large.
  - g. Dining Board: Four students-at-large.
  - h. Distinguished Women Visitor's Committee: One student-at-large.
  - i. Judicial Hearing Board: Two students-at-large and two alternate students-at-large.
  - j. Learning and Teaching Advisory Committee: Two students-at-large.
  - k. Library Committee: Two students-at-large.
  - l. Recreation Center Committee: Two students-at-large.
  - m. Carleton Responsible Investment Committee (CRIC): Five students-at-large.
  - n. Student Life Advisory Committee: Two students-at-large.
- F. It is the responsibility of the Officers to ensure that these positions are filled, to maintain communication with appointed students and faculty chairs, and to fill additional Committees and vacancies as necessary.
- G. The Vice President shall consult with students-at-large from Committees without Senators once per term, as enumerated in Article 1, Section 1.1.2 of these Bylaws.
- H. Student-at-Large external committee members appointed by Senate shall present a report to the Senate at least once per academic year, or at the at-will request of the Senate.
- I. Student-at-Large external committee members may be removed from their positions by a majority vote of the Senate.
- J. Appointments Committee shall be mandatory for all Class Representatives and Liaisons whose positions are approaching vacancy but voluntary for all other members.

## **ARTICLE IV: CSA Chartered Organizations**

### **Section 1: Chartered Organizations.**

- A. Chartering is the process by which the Senate officially recognizes student groups.
- B. Recognition as a CSA Chartered Organization implies neither approval nor disapproval of the aims, objectives, or policies of the group.

### **Section 2: Requirements for Chartered Organization Status.**

- A. The following requirements must be met in order for a group to attain and maintain
- B. CSA Chartered Organization status:
  - a. The group must create and maintain a Charter which demonstrates that its existence as a Chartered Organization will benefit the Carleton community.
  - b. The group must meet a minimum requirement of five members unless the Governance Committee deems the requirement unnecessary for the group to fulfill its purpose. Governance Committee will count members as either the number of CSA members on the organization's listserv or the average attendance at a term's worth of organization meetings.
  - c. The group must be open to the entire CSA.
  - d. Chartered organizations not meeting the minimum membership requirement without the permission of the Governance Committee will be deemed inactive. Chartered Organizations deemed inactive for three consecutive terms will lose Chartered Organization status.
  - e. The group must not engage in illegal activities, operate in violation of its Charter, or adversely affect the College's maintenance of a residential and educational community.
  - f. Groups seeking Chartered Organization status that fall under the jurisdiction of a current Chartered Organization must join that Organization for a trial period of one term. If the groups' specific needs are not addressed in the Organization, they shall be considered for Chartering. Groups associated with nationality or cultures are exempt from this requirement.
  - g. Chartered Organizations may not use the College's name without the express authorization of the College Council except to identify the institutional affiliation.

### **Section 3: Chartering Process.**

- A. Groups desiring Chartered Organization status must submit a Charter to the Governance Committee for review. Chartered Organization status will be given if the Charter is approved by a majority vote of the Committee and the Senate.

- B. Groups must also submit a petition with the signatures of at least 5 founding members to the Governance Committee to be considered for chartering.
- C. Groups may request an initial \$75 operating budget, should they demonstrate need for it.

#### **Section 4: Organization Charters.**

- A. The Charter is the document outlining the principles, functions, and organization of a Chartered Organization.
- B. Chartered Organizations are obligated to act in accordance with their Charter at all times.
- C. Violation of the Charter is cause for loss of Chartered Organization status.
- D. Amendments to a Charter require the approval of the Governance Committee and the Senate.
- E. The following elements must be included in the Charter:
  - a. Purpose of the Organization.
  - b. Description and duties of officers.
  - c. Procedure for officer election and removal.

### **ARTICLE V: Transparency and Accountability**

#### **Section 1: Information.**

Any document or record produced by the CSA, including Senate Meeting agendas and minutes, shall be a matter of public record, with such exceptions as matters of the Executive Sessions.

#### **Section 2: Student Inquiry.**

Any Carleton student may request information, voice their concerns, and share new project ideas with any member of the CSA Senate. It shall be the duty of the contacted Senate member(s) to respond to this inquiry within a week.

#### **Section 3: Reports.**

##### **Section 3.1: Mid-Tenure Report.**

During Fall Term, the CSA President shall compose a summary of their mid-tenure and its major initiatives, including areas where further action is needed. The President shall prepare a summary of all major initiatives implemented or considered in CSA committees, including relevant actions taken, resolutions, challenges faced, current status and advice on the course of any future action needed. The CSA Vice President and Treasurer shall jointly present the CSA's budget for the Fiscal Midyear, along with a summary of allocations, major changes, and their justifications. The CSA Vice President and Treasurer will also present a comparison to previous years' budgets. COMP will be charged with

distributing the Mid-Tenure Report to students and administrators through appropriate mechanisms, including but not limited to the CSA website, social media platforms, and the all-campus email system.

### **Section 3.2: Executive Annual Report.**

At the conclusion of each Presidential term, the CSA President shall work with the CSA Vice President and Treasurer to compile a report detailing the activities of the CSA of the previous calendar year. The Executive Annual Report shall aim to be a clear and concise summary of the CSA's successes, challenges and future plans or goals, written with a student audience in mind. Written and published at the conclusion of the Winter Term, it will also outline, as applicable, any future goals or further action necessary for CSA initiatives. The CSA Executives shall charge COMP with distributing the Annual Report to the CSA, students and administrators through appropriate mechanisms, including but not limited to the CSA website, social media platforms, and the all-campus email system.

### **Section 3.3: Senator Bi-Termly Report.**

Each Senator shall release two reports through the Senator Reporting System each academic term detailing projects, initiatives, or accomplishments they have been working on throughout the term. Further, a representative from each working group shall release bi-termly reports detailing the working group's progress, goals, and initiatives for the term. Each of these reports will be made public through the CSA website.

### **Section 3.4: Termly Financial Report.**

At the conclusion of each academic term, excluding the term in which the Mid-Tenure Report is published, the CSA Treasurer shall release a statement detailing the financial status of the CSA. The Treasurer shall charge COMP with distributing the financial statement to the CSA.

### **Section 4: Broadcasting of Meetings.**

As possible, Senate Meetings shall be recorded and made available for live viewing by the CSA.

## **ARTICLE VI: Impeachment and Removal**

### **Section 1: Impeachment and Removal of Senators and Officers.**

- A. In accordance with Article VI, Section I of the CSA Constitution, CSA Senators and Officers may be removed from office by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Senate or a General Meeting.
- B. Impeachment may be moved for any of the following reasons:
  - a. Neglect of duties as outlined in these Bylaws.
  - b. Misconduct in office as defined in Section 1.2 of this Article.
  - c. Three unexcused absences from Senate Meetings.



- d. Actions contrary to the character of the CSA.
- C. Officers or Senators with three unexcused absences shall undergo an automatic hearing and consequent impeachment vote by secret ballot in accordance with the CSA Constitution and these Bylaws.
  - a. An absence shall be considered missing a complete meeting from the Approval of the Minutes to Adjournment;
  - b. Tardiness shall be considered arriving after the Approval of the Minutes.
  - c. Tardiness shall count as half an absence.
- D. Motions of impeachment shall be voted on in the meeting in which they are introduced.
- E. If the President is being impeached, the Vice President shall preside over the meeting while impeachment is being discussed.
- F. Impeachment proceedings must permit the accuser(s) and the accused to have equal time to present evidence and call witnesses, not less than 10 minutes each.
- G. Following a successful impeachment vote, Senators and Officers are immediately removed from office and may not run in any elections for one academic year (three terms). This election ban shall be waived if they present to the President a petition seeking reinstatement signed by one-fifth ( $\frac{1}{5}$ ) of the CSA.
- H. Within the first week of any academic term, a Proxy Senator shall be appointed to serve in place of any Senator that is off campus. Proxy Senators shall serve until the end of the academic term in which they are appointed.
- I. Expelled Senators shall be replaced as prescribed in Article III of the CSA Constitution.
- J. Expelled Officers shall be replaced as prescribed in Article III of the CSA Constitution.

### **Section 1.2: Misconduct.**

Misconduct shall include:

- A. Infraction or contempt of the CSA's authority.
- B. Infringement upon the rights of another student.
- C. Wilful hindrance of the CSA or any CSA Senator in their legitimate work.
- D. Conspiracy to commit any act mentioned above.
- E. Failure to carry out the duties of members and violations of CSA rules as outlined in the Constitution and Bylaws.
- F. Any action that goes against the character of the CSA.

The term "misconduct," with respect to an office, shall also include:

- G. Disobeying or ignoring an instruction.
- H. Incompetence.

- I. Negligence.
- J. Unsatisfactory reportage.

**Section 2: Recall.**

A recall election shall be defined as the removal of a CSA representative by the electing body. The President shall hold a recall election for any CSA member upon receipt of a petition that contains a 500-word justification for recall and the signatures of no less than 10 percent of students eligible to vote for the position in question. The President shall hold a recall election within two weeks of their receipt of the recall petition. Once a recall election has been announced, the electing body shall vote to recall the Senate representative from CSA Senate. In order to recall the representative from the CSA Senate, an equal or larger percentage of the electing body must vote in the recall election than those that voted in the original election. Internally elected representatives shall be recalled by a two-thirds ( $\frac{2}{3}$ ) vote of the electing body.

**ARTICLE VII: Finance**

The Budget Committee shall recommend funding allocations for chartered student organizations to the CSA Senate in accordance with the Financial Guidelines and CSA Bylaws. The Senate shall have the final say on all Budget Committee recommendations above \$1,000.

**Section 1: Fiscal Year.**

The Fiscal Year shall be from July 1 to June 30.

**Section 2: Financial Accountability.**

CSA chartered organizations and anyone receiving CSA Funds shall be held to the financial regulations set forth in this Article and by the College.

**Section 3: CSA Chartered Organization Officer Financial Responsibility.**

- A. At least two officers of each CSA Chartered Organizations must attend a financial meeting prior to obtaining funding. Their attendance indicates their acceptance of CSA financial regulations and all liability arising from the use of such funds.
- B. No CSA Chartered Organization may spend or contract to spend more CSA funds than it is allocated.
- C. The organization's officers must correct overspending in consultation with the Treasurer.
- D. The Treasurer or financial officers of CSA Chartered Organizations will be responsible for retaining a financial accounts statement and for presenting it when requested.
- E. Any CSA Chartered Organization not in compliance with any part of this Section shall not be eligible to receive CSA funding until the Treasurer deems them in compliance.

#### **Section 4: CSA Funds.**

- A. All CSA monies shall comprise the CSA General Fund. From this fund, the Treasurer shall, with the advice of the Budget Committee and the approval of the Senate, as well as other processes specified below, allocate monies to students and student groups, through the Spring Allocation process, Capital Reserves, and the various funds as specified below.
- B. The Capital Reserves Fund provides funding for one-time or emergency expenditures that are essential to the operation of a CSA Chartered Organization and for large-scale projects and capital purchases. The Fund shall be replenished to \$45,000 at the beginning of every academic year using unspent monies allocated during the previous academic year (rollover).
  - a. Additional rollover may be distributed to the other Funds at the discretion of the Treasurer with the advice of the Budget Committee and the approval of the Senate.
  - b. Expenditures that leave the balance of the Fund below \$45,000 shall be for emergencies and shall require a two-thirds ( $\frac{2}{3}$ ) vote of the Senate. The Senate shall decide what constitutes an emergency on a case-by-case basis.
  - c. The Fund may not be voluntarily spent below \$15,000, as it serves as a budget emergency reserve guarding against cases of fiscal irresponsibility or debt.
- C. The Special Allocations Fund shall be the primary source of programming funding for members of the CSA.
- D. The Treasurer's Discretionary Fund allows for the Treasurer to have some leeway in awarding funding to those everyday events or ordinary operations that happen on campus without necessarily engaging in the CSA bureaucratic apparatus.
  - a. The Treasurer's Discretionary fund is composed of the following funds in addition to the principal one:
    - i. Senate Fund is reserved to fund all Senate operations and outreach. The Treasurer shall only spend from this fund at the request of the President or Vice President.
    - ii. Snack-Bev Fund primarily funds non-alcoholic beverages or food for events or registered parties that are open to the entire campus. The Alt-Bev fund may also support advertising costs at \$5.
    - iii. The Common Meal Fund shall foster community by funding social events that connect students with faculty, administrators, trustees, staff, and alumni. The Fund shall not fund any event with more than nine students and less than two students per faculty, trustee, administrator, staff member, or alum.
  - b. The Treasurer may also use the principal fund on an as-needed basis to allocate funding for food and/or beverages that would (a) not ordinarily be funded by budget committee, or (b) be too small a request as to warrant the time.

- c. The Treasurer must provide a record of spending from the Treasurer's Discretionary Fund to the CSA Senate and Budget Committee on a monthly basis. The Treasurer must also make available the record to the entire school online once a term in the financial status of the CSA.
- d. CSA Budget Committee shall require a chartered organization's presence at one of its meetings once the group has made three or more requests of the Treasurer's Discretionary Fund in a year.
- E. The Metro Arts Access Fund, co-sponsored by the Student Activities Office, shall help fund trips to events in the Twin Cities area.
- F. CSA Activity Fee and Support Fund:
  - a. The CSA Activity Fee Support Fund (also known as the Support Fund) shall be used to support students with financial need in paying the CSA Activity Fee. The Office of Student Financial Services will administer this fund according to rules jointly established between them and Senate.
  - b. Senate shall set the Support Fund and Activity Fee as follows:
    - i. Budget Committee recommends to the Senate a Support Fund and Activity Fee by a majority vote.
    - ii. Senate approves the Support Fund and Activity Fee together by a majority vote or revises either or both by a two-thirds ( $\frac{2}{3}$ ) vote.

### **Section 5: Spring Allocations.**

- A. Spring Allocations shall be defined as the process during Spring Term by which all CSA Chartered Organizations that have fixed costs and ongoing expenditures submit a budget request for the upcoming Fiscal Year.
- B. The Vice President and Treasurer shall hold a mandatory informational meeting twice by the second week of Spring Term where the Spring Allocation Request Form will be made available. The form shall include:
  - 1. The Organization's itemized request for fixed costs and ongoing expenditures.
  - 2. Information pertaining to the Organization's goals and plans for improvement.
  - 3. Information pertaining to the Organization's cost efficiency.
- C. CSA Chartered Organizations may request an operating budget of up to \$75. Given extraordinary circumstances of fiscal irresponsibility, the Budget Committee may deny such requests. The operating budget may be used at the group's discretion in accordance with CSA Guidelines.
- D. All budgets shall be due by fourth week to assure their considerations by the Committee. Any budget submitted after the set deadline will be considered at the discretion of the Committee.
- E. Hearings shall be held by fifth week and take place over no more than two days.

- F. Appeals of the Committee's decision must be made in writing to the Committee within two days of the public posting of the decisions. Any appeals submitted after this time will be considered at the discretion of the Committee. Committee appeals must be held by the sixth week.
- G. Appeals of the Committee's final decision must be made in writing to the Senate within two days of the public posting online of the Committee appeal results. Any appeals submitted after this time will be considered at the discretion of Senate. Senate appeals must be held by the seventh week.
- H. The Committee must submit the budget for the upcoming Fiscal Year by the eighth week to be ratified by the Senate. The budget must be passed by a two-thirds ( $\frac{2}{3}$ ) vote of the Senate.

### **Section 6: Funding Rules.**

- A. All-campus mailings and paid NNB ads shall not be funded.
- B. Political campaign contributions, lobbying efforts, alcohol, and tobacco shall not be funded.
- C. All goods purchased with the CSA's funds belong to the CSA. No goods shall be funded that will become personal property, excepting those goods that have been funded each year for the past five years. Personal property shall be defined as material goods that remain in the possession of an individual (or individuals). Publications shall not constitute personal property.
- D. Funding requests shall not be accepted retroactively.
- E. Groups may ask for suggested donations for charitable endeavors.
- F. Honoraria for performers shall not be funded until the availability and willingness of the performer has been confirmed.
- G. Contracts
  - a. An authorized employee of the College shall sign all contracts for performers.
  - b. All contracts for goods and services other than one time performances made on behalf of the CSA or a CSA Chartered Organization must be reviewed by the President, Vice President, and Treasurer prior to engagement or renewal. Following the majority approval of the Senate, the Treasurer and the relevant employee of the College must sign all contracts.

### **Section 7: Financial Guidelines.**

- A. Separate from the financial bylaws, the Senate and Budget Committee shall maintain a list of Financial Guidelines that reflect the current financial practices of the Budget Committee. Each guideline should be accompanied by written justification. Bids on requests that go against the posted Financial Guidelines shall be accompanied by a justification from the Budget Committee.

- B. The Budget Committee, when charged by the CSA Vice President, a majority of Senate or a majority of Budget Committee, will review the Financial Guidelines.
- C. The current Financial Guidelines must be published and publicly posted online. Budget Committee may propose revisions to the Financial Guidelines at any time during the year. Any proposed revisions must be approved by a majority vote of the Budget Committee and then a majority vote of the Senate.

### **ARTICLE VIII: Amendment and Suspension of the Bylaws**

Amendments to the CSA Bylaws may be proposed and adopted by a two-thirds ( $\frac{2}{3}$ ) vote of the Senate, but not before such proposed amendments have been published for at least one week. The CSA may suspend any of its Bylaws by a three-fourths ( $\frac{3}{4}$ ) vote of the Senate in all cases except where explicitly stated otherwise in the Constitution or Bylaws.