

## **AUGUSTANA COLLEGE STUDENT GOVERNMENT ASSOCIATION BYLAWS**

### **ARTICLE 1. THE EXECUTIVE BOARD**

**Section 1.** The President and the Vice President will be paid for a maximum of 11 hours per week for fulfilling their duties. The Speaker of the Senate, Treasurer, Secretary, and Chief of Staff will be paid for a maximum 10 hours per week for fulfilling their duties.

**Section 2.** The Executive Board will create internal committees, within the Student Senate, in which members of the Student Senate will serve on, in order to successfully fulfill their role as outlined in Article 2 Section 3 of the Student Government Association (S.G.A.) Constitution. These committees are subject to change by the Executive Board, in order to properly reflect the needs of the Student Body as well as the Campus as whole.

### **ARTICLE 2. STUDENT SENATE**

**Section 1.** Each senator has two excused absences per term. After two excused absences an additional absence will be marked as unexcused. Unexcused absences will result in a private meeting between the Senator in question and the Executive Board (E.B.). The E.B. reserves the right to discipline the Senator as they see fit, except in cases of impeachment. If impeachment of the Senator is deemed necessary by the E.B. , the E.B. will follow the rules of impeachment, outlined in Article 5 Section 2 of the Augustana College Student Government Association Constitution.

**Section 2.** All members of the Student Senate have the following responsibilities while holding office:

1. Must hold one office hour per term.
2. Must meet with one of their liaison groups per term
3. Must acquire 2 service hours per term relating to Student Government Association events. These can be obtained by working any Student Government Association event, election, meeting with their internal committee outside of the Student Government Association weekly meeting, by getting an extra office hour, meeting with a different liaison group, or any other event that the Secretary deems eligible for an office hour. External Committee meetings do not count towards Student Government Association service hours.
4. Attend and participate at all Student Government Association meetings.

Failure to meet these responsibilities are grounds for impeachment. A meeting in front of the entire E.B. will be called if failure to do so and a warning will be given. If a

Senator fails to meet these requirements two terms in a row the E.B. will forcibly remove them from office and consider if they are eligible to run for re-election.

**Section 3.** The Student Senate is composed of 41 students from the following groups:

<u>Class</u>	<u>Academic Divisions</u>	<u>Student Life</u>	<u>Residences</u>
First-Years—5	Natural Sciences—1	Greek Council—1	Westerlin—1
Sophomores—4	Social Science—1	Varsity Athletics—1	Swanson—1
Juniors—4	Business—1	MPB—1	Seminary—1
Seniors—4	HI, PL, and RE—1	SLPB—1	Andreen—1
International Students—1	Language and Literature—1	Campus Ministries—1	Erickson—1
	Fine and Performing Arts—1	CORE—1	TLA—1
	Education —1	Club Sports—1	Commuter—1
	CSD —1	Multicultural Student Life—1	

Class, Academic Division, and Residence Senators will be elected on by their respective constituency. Student Life Senators will be appointed within the student group they are representing.

**Section 4.** The number of members in the Student Senate is subject to change in response to increases, decreases, or restructurings in the student body population and/or physical changes to buildings and programs on the campus.

### **ARTICLE 3. CONTINGENCY FUND REQUESTS GUIDELINES AND REGULATIONS**

**Section 1.** The Senate will abide by the rules and guidelines found within this document as well as the ones in the Student Government Association Constitution. The rules within the constitution superseding the rules in this document.

**Section 2.** All approved and recognized student groups of the college have a right to present a contingency fund request to the Student Senate, who has the power to approve contingencies, for additional funds throughout the school year.

**Section 3.** To be fiscally responsible the senate will judge contingencies based on the contingency's merit and intended purpose. The Student Senate will treat every contingency on an individual basis and never compare the merit of one student group or contingency to another. The Student Senate will also take into consideration the merit of the student group and can take into consideration the remaining amount in the contingency fund.

**Section 4.** In order to maintain its own fiscal responsibility, the Student Senate can request to know the remaining amount in the Contingency Fund and consider the remaining amount for the year with the amount being requested in a contingency to ensure all student groups can request

funding if needed. However, merit, intended purpose, and established precedents should be considered first when deciding on a student group's request.

**Section 5.** To remain fair to all student groups once the senate approves a contingency a precedent is set for the remaining academic year when considering similar contingencies.

**Section 6.** The Student Senate is responsible to keep in mind student health and safety when debating contingencies.

**Section 7.** Student groups' merit will be established on whether the student group has done their best at fundraising, how well are they managing their funds, and is the group inclusive to the rest of the Augustana community.

**Section 8.** The Student Senate will always consider requests for:

1. Funding fundraisers
2. Funding food and refreshments
3. Funding for conferences and out-of-town retreats
4. Funding all other requests not explicitly proscribed below
5. Funding athletic tournaments and/or competitions

**Section 9.** In extreme cases, the Student Senate will consider requests for:

1. Funding varsity or club sports
2. Funding reimbursement requests, given that those requests comply with normal contingency guidelines
3. Funding proposals for which a group has done little or no fundraising
4. Funding proposals for groups or activities that are/were not open to the entire campus.
5. Funding seniors involved in activities after graduation

**Section 10.** The Student Senate will rarely, if ever, consider requests for:

1. Funding social/greek fraternities/sororities.
2. Funding unidentified speakers.
3. Funding hotels or lodging.
4. Funding airfare.
5. Funding scholarships.
6. Funding cable programming
7. Funding advisor expenses

\* Rarely, if ever, can be understood as, instances when the funding of such is considered unconstitutional

#### **ARTICLE 4. THE S.G.A. ELECTION RULES**

**Section 1.** This document will serve as the official guidelines for forming the Election Committee and for conducting all Student Government Association elections. Its authority is given by Article 7 of Augustana's Student Government Association Constitution.

- Section 2.** The rules and regulations of the Election Committee are the following:
1. At the start of every academic year the President of Student Government Association will appoint five students, drawn from both the Student Senate and/or the Executive Board, to serve on the Election Committee. From the five members the President will pick a chairperson for the committee.
  2. Election Committee members are not able to run for any office in Student Government Association during the current election cycle. If a member changes their mind on running for office they must notify the Chair and the President three weeks before that election applications are available and step down from the committee. The Chair and President will then have to decide if the former member had any conflict of interest while on the committee. If so, the former member may not be able to run for office.
  3. If the President is eligible to run for another office or reelection during the current election cycle the Vice-President will appoint the students to the Election Committee. If the same is true for the Vice-President, then the Speaker of Senate will appoint members to the committee. If the same is true for the Speaker, a Senior Class Senator or an E.B. member will be chosen to appoint the committee.
  4. All committee members will have equal voting power.
  5. All decisions of the Election Committee, unless otherwise specified, will be made by a simple majority of all the voting members present.
  6. The committee chairperson has the authority to designate responsibilities to the other Election Committee members.
  7. The Election Committee is responsible of running all Student Government Association Elections, both Presidential and Senate, as well as any special elections that are held during the academic year.
  8. To approve candidates' publicity for campaigning.
  9. To secure a valid voter list from the Office of the Registrar.
  10. To provide absentee ballots for eligible students away from campus upon written request to the Election Committee.
  11. To ensure adequate time has been given for potential candidates to sign-up.
  12. To ensure proper verification of eligible candidates.
  13. To examine each application after the application deadline.
  14. To confirm with candidates that their preferred name appears on the ballot.
  15. To coordinate voting with a member of Augustana's ITS.
  16. To perform such additional duties assigned to the committee by the Executive Board or Student Senate.

- Section 3.** The rules and regulations of any S.G.A. election are as follows:
1. The requirements to be eligible to run for a position in Augustana's Student Government Association can be found in Article 3 of Augustana's Student Government Association Constitution. All potential candidates must meet all requirements in the Constitution as well as any other requirements found within this document. Additional requirements to run/hold follows:
    - A) A student may not hold more than one elected or appointed office in the Student Government Association during the course of the academic year.

- B) The President and Vice-President of Student Government Association are not able to be the President or Vice-President (or the corresponding position) in any of the following groups/activities at Augustana College:
  - i. Any college publication or broadcast organization
  - ii. SLPB
  - iii. Greek Council

**Section 4.**

To apply for candidacy the following will and must take place:

1. Potential candidates shall be given at least one week to apply for placement on the ballot of each election.
2. All candidates on the ballot must have returned a completed application form to the Dean of Student's Office by the end of the sign-up period.
  - A) All applications must contain the following information before the applicant is placed on the ballot:
    - i. Name and I.D. number
    - ii. Campus Address
    - iii. Phone number or a number where he/she can be reached.
    - iv. Box number
    - v. Desired Position
    - vi. Signature
  - B) After the sign-ups have been officially closed, no potential candidate may change the office he/she is running for, and no additions may be made to the list of potential candidates after the sign-ups have been officially closed.
3. An electronic copy of the Student Government Association Constitution and all supporting documents will be made available to any candidate upon request.

**Section 5.**

The rules and guidelines for campaigning and publicity follows:

1. At least one week will be provided for campaigning between the last day of candidate sign-ups and the first day of elections.
2. The following rules will apply for every Student Government Association election:
  - A) The list of all members on the Election Committee will be present on the application for candidacy.
  - B) All campaign material, whose purpose is to gain votes for the candidate, must be approved by the Election Committee prior to use. This includes electronic publicity and campaigning such as all social media outlets, emails, personalized campaign websites, etc. Candidates who fail to obtain prior approval for campaign material will be considered for removal from the ballot.
3. Candidates must respect the wishes of the college, its administration, and custodial staff in the placement of campaign materials on campus and in campus buildings. The following restrictions apply to any and all campaign publicity in any form:
  - i. No bricks
  - ii. No buildings
  - iii. No light posts
  - iv. No artwork
  - v. No trees or plant-life
  - vi. No glass/mirrors
  - vii. No interior walls

4. Candidates will use Augustana College supplies for campaigning purposes only if permission is obtained in advance from the Election Committee.
5. Vandalism of any campaign materials shall be reported to the Election Committee. If a candidate is suspected of vandalism of campaign materials, they may be called before the Student Judiciary. If a candidate is found guilty of vandalism of an opponent's campaign materials they will be removed from the ballot by the Election Committee.
6. Any candidate found guilty of illegal campaign practices or violation of campaign rules established by the Election Committee shall be referred to the Student Judiciary.
7. All eligible candidates are entitled to equal rights regarding the printing of campaign material in school publications and the posting of campaign publicity in specified campus areas.

**Section 6.** The rules for all S.G.A. elections are the following:

1. All elections concerning the Student Government Association will be held over two consecutive weekdays during the same week. Elections will close at midnight of the second day.
2. Every student will receive an email to their Augustana email containing their election code, the list of candidates on the ballot, and access to electronic ballots regulated by Augustana College's ITS.
3. Election tables, staffed by the Election Committee or other non-bias students, will be available for students to vote. These tables can be found at a convenient spot on campus.
  - A) Campaign material cannot be set up near election tables and will be removed from the area. Continued campaigning by election tables can result in the removal of the ballot.
4. No member of the election committee, candidate, or any other personnel will solicit students for the purpose of voting for any one candidate near the election tables.
5. Violators of the above rules will be subject to action by the members of the Election Committee and considered for removal from the ballot.

**Section 7.** The ballots for any S.G.A. election will be formatted according to the following:

1. Each ballot shall contain the following:
  - A) The first and last names of accepted candidates in order drawn from lots by the Election Committee
  - B) A statement specifying the number of candidates for whom a voter may cast his or her ballot.
  - C) Distinctions between votes being cast for a Divisional Senator and votes being cast for At-Large Senators.
  - D) A space for write-in candidates.

**Section 8.** The Presidential and Vice-Presidential Elections will be conducted according to the following:

1. Elections for President and Vice-President shall be held in the last academic term in their year prior to the President and Vice-President elects' year of service. Those elected shall be designated "President and Vice-President elect" until they assume their offices. As "President and Vice-President elect" they should become familiar

with the operation of Student Government Association, especially by assisting the sitting President and Vice-President in their duties.

2. The President and Vice-President of Student Government Association shall run together on a ticket.

**Section 9.** Appointments made to the E.B. will be conducted in accordance to the following regulations:

1. The Secretary, Treasurer, and Chief of Staff shall be nominated by the President.
2. The Speaker of the Senate shall be nominated by the Senate;
3. The Secretary, Treasurer, Speaker of the Senate, and Chief of Staff shall be appointed by separate simple-majority votes in the Senate;
4. First-ballot appointments shall be voted upon in the second-to-last meeting of the academic year prior to the appointee's' academic year of service.
5. In the event that a first-ballot appointment fails the Senate vote, the President or Senate shall utilize the final meeting of the term to nominate another candidate(s).

**Section 10.** The Class and Academic Divisional Senatorial Elections will be conducted in accordance with the following:

1. Spring Student Government Association elections to elect class and academic divisional senators shall be held after the presidential election and at least one month prior to the end of classes..
2. An at-large Senate seat shall be relinquished in the event that the seat-holder is no longer a member his or her particular at-large constituency. Such relinquishment shall result in a special election.

**Section 11.** The First-Year Class and Residential Senatorial elections will be conducted in accordance with the following:

1. First-Year Senators and Residential Senators shall be elected within the first five weeks of the fall academic term.
2. The election of the Commuter Student Senator shall be coordinated with the Dean of Students Office.

**Section 12.** The Activities Elections and Appointments will be ran in accordance with the following:

1. All elections and appointments for Activities Senators shall occur at such time as those constituencies deem appropriate. The Student Government Association President shall encourage these constituencies to hold their elections as early a date as is possible. If the seat is not filled within the first five weeks of the fall academic term the Senate can nominate a student in the constituency to hold the position.

**Section 13.** The Special Elections and Appointments will be ran in accordance with the following:

2. The following rules shall apply to special elections which shall be conducted in the event of recall, repeal, or referendum, as noted in the Student Government Association Constitution.
  - A) In any special election, all election procedures apply, including the special provisions listed below:
    - i. In cases of recall proceedings against an Officer or Senator, the Election Committee shall provide a ballot containing a motion to

- recall and a “yes”, “no”, or “abstain” choice. A majority of yes/no votes cast shall determine the results of the election.
- ii. In cases of repeal proceedings, the Election Committee shall provide a ballot containing the motion to repeal and a “yes” or “no” choice. A majority of votes cast shall determine the results of the election.
  - iii. In cases of referendum preceding, the Election Committee shall provide a ballot containing the motion to refer and a “yes” or “no” choice. A majority of votes cast shall determine the results of the election.
3. The following rules shall apply to special elections that occur in the event that a given Senator’s seat cannot be filled.
- A) For At-Large and Divisional seats, the student who received the highest total of votes from the particular constituency in which the opening occurred, but did not win an office on Student Government Association during the regular general elections will be contacted and asked to serve as a Senator for the remainder of the term;
  - B) If there exists a tie for the next highest vote total, the members of Student Government Association shall vote to determine the student to be contacted about the opening,
  - C) Should the student decline the office, the next highest vote winner will be contacted until all possibilities in this manner have been exhausted,
    - i. For Activities and Residential seats, the President shall allocate an amount of time to that seat’s relevant constitutive body to hold its own election(s);
    - ii. If no Senator is obtained through the initial processes, or if there did not exist any other students who sought election in the constituency in which the vacancy occurred, the following process shall take place:
    - iii. The President shall inform the members of Student Government Association of the vacancy prior to the next regularly scheduled meeting,
    - iv. The members of Student Government Association shall then be given the opportunity to nominate a student from the appropriate constituency,
    - v. The nomination must be accepted by the nominee prior to the election which shall take place at the next regularly scheduled Student Government Association meeting,
    - vi. The members of Student Government Association will then vote on the nominated students to elect a new Senator whose term shall begin at the next meeting following the election process;
    - vii. This nominee shall be appointed by a simple-majority vote.

- Section 14.** The Counting and Tabulating will be conducted in accordance with the following:
1. Election results will be posted in the Gerber Center, emailed to the candidates, and may also be given to representatives of the college newspaper(s) and radio stations
  2. The Election Committee shall make a reasonable attempt to inform candidates after the tabulation has been completed.
  3. Exact vote totals will be furnished to a candidate only upon request of that candidate and conditional to all opponents’ permission.

- Section 15.** The Contesting an Election will be conducted in accordance with the following:



1. Any candidate who wishes to contest the results of a Student Government election may do so, but not before 24 hours after the close of the election, and not 72 hours after the close of the election.
2. The candidate must present a typed statement to the Dean of Students, and the chairperson of the Election Committee stating his/her reason(s) for the contestment.
3. The Student Judiciary shall be the final judge in deciding to honor the contestment and invalidate the election, or to disallow the contestment and let the election results stand.
4. The burden of proof in a contestment shall reside with the contesting party.

**ARTICLE 5.                    AMENDMENTS AND REDRAFTING OF THE BYLAWS**

**Section 1.**     The Augustana College Student Government Association Bylaws can be amended by a simple majority vote in the Student Government Senate. The vote will follow the rules and regulations laid out in Augustana College Student Government Association Constitution and Robert's Rules of Order.