Skidmore College

Student Government Association Bylaws

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Skidmore College Student Government Association Bylaws

Article I: System of Bylaws

Approved by the Senate: March 24, 2015
Last Amended: May 18, 2024

§ 100 Jurisdiction

All students who serve as officers or representatives of the Student Government Association (SGA), or any SGA entity or Club, in any capacity, must comply with all SGA Bylaws, the Student Body Constitution, and all applicable SGA governing documents and policies. Deliberate failure to comply shall be grounds for removal from office.

§ 101 Bylaw Format

Each Bylaw shall be arranged numerically and by article in the following format:

I. System of Bylaws
II. The Legislative Branch
III. The Executive Branch
IV. The Judicial Branch
V. The Events Branch
VI. Elections and Appointments Policies and Procedures
VII. Club Policies and Procedures
VIII. Financial Policies and Procedures
IX. SGA Officer Compensation Policies and Procedures
X. General Provisions

§ 102 Amendment

Legal authority to amend the SGA Bylaws rests with the Senate. The legislative process shall be defined in Article II: The Legislative Branch.

§ 103 Maintenance of Bylaws

The Executive Vice President, with the oversight of the Office of Leadership Activities, shall maintain a current record of all SGA Bylaws that reflects all amendments approved by the Senate and accepted by the SGA President according to the legislative process. A current version of all Bylaws must be made publicly available on the SGA website at all times.

Skidmore College Student Government Association Bylaws

Article II: The Legislative Branch

Adopted by the Senate: March 31, 2015
Last Amended: May 19, 2025

§ 200 Senate

The Senate shall have the authority to discuss, debate, and legislate on matters deemed important to the student body, to the extent of SGA's status and authority within the institutional governance structure of Skidmore College, including:

A. The SGA Bylaws, with the authority to amend any Bylaw with the passage of a resolution by at least a two-thirds majority of the Senate.
B. Student Life.
C. The Chartering and De-Chartering of Clubs, the oversight of Club Affairs and Policies, and the creation or dissolution of all Committees and Clubs.
D. The Student Activity Fee, SGA Finances, SGA Officer Compensation, and the Annual Operating Budget.
E. The SGA's Support or Opposition to any issue deemed important to students
F. Institutional Policy.
G. The membership and rules of the Senate Body, in accordance with the stipulations of the Student Body Constitution.
H. Internal regulation and oversight of SGA Committee and Club stipulations on membership, Bylaws, operating procedures, authority, or mission.
I. Awareness of and communication with the student body on matters of importance.
J. The confirmation, by two-thirds majority vote, of officers appointed by the President and Executive Committee.

§ 201 The Legislative Process

In order to pass legislation related to any matter of SGA, Club, or College Policy, the Senate must pass a resolution. The SGA President must then either accept the resolution within 10 consecutive weekdays during which classes are held, or veto the legislation in accordance with § 201.2.

§ 201.1 The Senate must pass all resolutions by at least a two-thirds majority of members present. Specific stipulations in other sections of these Bylaws may allow for higher required majorities to pass certain types of legislation.

§ 201.2 The SGA President may, within 10 consecutive weekdays during which classes are held after a resolution's passage, veto any resolution of the Senate by delivering specific objections to the Senate in writing. The Senate may, by a four-fifths majority, override a veto. The SGA President must accept such a resolution that constitutes an override.

§ 201.3 The SGA President may strongly recommend, and when appropriate, require, that a resolution be reviewed by a relevant committee, subcommittee, or other SGA group before the item shall be placed on a Senate agenda for a vote.

§ 201.4 All resolutions passed by the Senate and accepted by the President shall be entered into an electronic database (Datastor) by the SGA Clerk with the oversight of the Executive Vice President.

§ 201.5 For all resolutions passed by the Senate and accepted by the SGA President that amend any section of the SGA Bylaws, the Executive Vice President, with oversight from the SGA President, shall enter the relevant amendments.

§ 201.6 Senate agendas, minutes, resolutions, and voting records associated with all resolutions that come to a vote in the Senate shall be public information, to be posted publicly on the SGA website by the Executive Vice President.

§ 202 Senate Membership

§ 202.1 The Senate consists of the following representatives from the following constituencies. Each member is responsible for representing the interests of their constituency and serving the student body as a whole. The Senate shall consist of: the SGA President as Chair, all members of the Executive Committee, each Class President, four First-Year Senators who must be current First-Years, four Sophomore Senators who must be current Sophomores, four Junior Senators who must be current Juniors, four Senior Senators who must be current Seniors, and the SGA Clerk as a non-voting member.

§ 202.2 Each Class President, directly elected by their respective class, shall be the primary advocate and spokesperson of their class.

§ 202.3 Class Senators, directly elected by their class, shall represent their class's interest in the Senate and work toward sound decision making on behalf of the student body.

§ 202.4 Class Presidents shall:

A. Serve as the primary spokesperson for their class.
B. Coordinate discussions with Class Senators from their respective class to facilitate class projects and initiatives that align with the interests and concerns of the class.
C. Sit on the Senate.
D. Sit on three committees as defined in § 204.2. SGA does not require, but encourages that Class Presidents sit on at least one All-College Committee.
E. The Senior Class President shall serve as the SEC Subcommittee on Events Co-Chair for Senior Week, as described in § 501.7.
F. Any Class President that has not previously served in the Senate shall participate in the Senate Mentorship Program as a mentee, as described in §206.

§ 202.5 Class Senators shall:

A. Sit on the Senate.
B. Sit on two committees as defined in § 204.2.
C. Any Senator that has not previously served in the Senate shall participate in the Senate Mentorship Program as a mentee, as described in §206.

§ 202.6 Changing Class Year

If a member of the Senate body changes class year, the SGA President can change their position to the new class. If there are no open positions as a Class Senator, the SGA President can create a temporary position as an additional Class Senator in order to avoid losing a senator for unavoidable reasons. If a position becomes available in their class, they will take that spot and the temporary position will be nullified.

§ 203 Senate Rules of Procedure

The Senate rules and parliamentary procedures ("Senate Rules") shall be maintained and distributed to the Senate by the SGA Clerk. Amendments require a two-thirds majority approval of the Senate, subject to the veto process of § 201.2.

§ 204 Senate Committees

Senate Committees exist to oversee particular areas of importance for the student body. These committees are largely staffed by SGA Senators. All committees are expected to report to the Senate regularly, propose policies and initiatives, and discuss the affairs of the committee.

§ 204.1 All Senators must fulfill a Senate Committee requirement. The Executive Committee shall assign Senators to committees for a full academic year by taking Senators' preferences into consideration. Failure to attend assigned committees may be considered grounds for removal

from office. Senators may ask to sit on additional committees, provided there is space on those committees.

§ 204.2 Senate Committee requirements shall be:

A. Executive Committee members: No additional Senate committee requirement in addition to duties listed in Article III
B. Senior Class President: One committee requirement in addition to the Engagement and Outreach Committee and the SEC Subcommittee on Events Co-Chair for Senior Week, as described in § 501.7.
C. First-Year, Sophomore, and Junior Class Presidents: Two committees in addition to the Engagement and Outreach Committee
D. First-Year, Sophomore, Junior, and Senior Senators: Two committees

§ 204.3 The Senate Committees are:

§ 204.3.1 Committee on Operations (CO)

The Committee on Operations (CO) shall aid the Executive Vice President with the internal management of the SGA. CO's primary purpose will be to track the completion of internal administrative tasks. CO shall coordinate with all SGA branches, committees, and subcommittees for the purpose of promoting transparency and compliance with SGA regulations. CO shall consist of the following: the Executive Vice President as Chair, the SGA Clerk, four Senators, and the Director of Leadership Activities or designee as a non-voting member. The Operations chair may select a member of their committee to serve as the Vice Chair. CO shall count as one Senate committee requirement.

§ 204.3.2 Academic Council (AC)

Academic Council (AC) shall act as the chief liaison between students and Academic Affairs. AC shall create discourse surrounding academic life at Skidmore, program academic events, address academic concerns, make policy recommendations to the Senate, and forge positive relationships with faculty, staff, and administrators. AC shall consist of the following: the Vice President for Academic Affairs as Chair, six Senators, the student representatives who sit on faculty committees, and up to two students (known as Academic Representatives) from each academic division of the College (Arts, Humanities, Pre-Professional, Sciences, and Social Sciences). The Academic Representatives will be drawn from the Department/Program Representatives of the academic departments and programs throughout the College, and shall be selected through the Willingness to Serve process. Academic Representatives will advocate for the diverse needs of students across the College, just as the Senators shall be responsible for communicating relevant Senate business to AC. The Academic Council chair may select a member of their committee to serve as the Vice Chair. AC shall count as one Senate committee requirement.

§ 204.3.3 Budget and Finance Committee (B&F)

The Budget and Finance Committee (B&F) shall act as the expert body for advising all SGA committees and Clubs on financial policy and general budget inquiries. B&F shall enforce the SGA Financial Policies and Procedures and the B&F Rules of Procedure, make policy recommendations to the Senate, hear requests for the allocation of SGA funds and budget and formulate the SGA Annual Operating Budget for the subsequent year. B&F shall consist of the following: the Vice President for Financial Affairs as Chair, the Vice President for Club Affairs, six Senators, two Club representatives from two different Clubs appointed through the Willingness to Serve process, and two additional representatives appointed through the Willingness to Serve process. The SGA Accountant shall also sit on B&F as a non-voting member. The Budget and Finance Committee chair may select a member of their committee to serve as the Vice Chair. B&F shall count as one Senate committee requirement.

§ 204.3.4 Committee on Student Life (CSL)

The Committee on Student Life shall be an active body that promotes the highest quality standard of student life for students. CSL will work collaboratively with various departments as an advisory board that discusses campus initiatives related to student life. CSL shall focus on policies and initiatives throughout the campus that directly affect students. CSL shall consist of the following: the Vice President for Student Life as Chair, the CSL Subcommittee on Athletics Chair, the CSL Subcommittee on Sustainability Chair, five Senators, and three additional representatives appointed through the Willingness to Serve process. A representative from the Office of Residential Life shall also sit on the Committee on Student Life as a non-voting member. The Student Life chair may select a member of their committee to serve as the Vice Chair. CSL shall count as one Senate committee requirement.

§ 204.3.5 Committee on Institutional Diversity (CID)

The Committee on Institutional Diversity (CID) shall create annual diversity, equity, and inclusion (DEI) training for SGA Officers, advocate for DEI practices within the SGA, and work with the College administration to improve campus inclusivity. CID shall consist of the following: the Vice President for Institutional Diversity as Chair, the CID Subcommittee on ADA Chair, seven Senators, and three additional representatives appointed through the Willingness to Serve process. One of these positions will be reserved for a first-year student. The Institutional Diversity chair may select a member of their committee to serve as the Vice Chair. CID shall count as one Senate committee requirement.

§ 204.3.6 Engagement and Outreach Committee (EOC)

The Engagement and Outreach Committee shall aid the Vice President for Engagement and Outreach with the management of the SGA's engagement and outreach campaigns. EOC shall

foster connections across different class years, collect feedback from the student body, recruit students to the SGA, and facilitate a comprehensive understanding of the campus climate within the SGA. Additionally, this committee serves as a liaison with the Office of Leadership Activities (OLA) during elections to advertise open positions and host elections events. EOC shall consist of the following: the Vice President for Engagement and Outreach as Chair, the SGA Director of Communications, the SGA Photographer(s), all Class Presidents, and three Senators. The Engagement and Outreach chair may select a member of their committee to serve as the Vice Chair. EOC shall count as one Senate committee requirement.

§ 204.4 Senate Committee Rules of Procedure regulate the internal rules of procedure for all Senate committees. The Senate Committee Rules of Procedure shall be maintained and distributed to each of the committees referenced in § 204.3 by the SGA Clerk. Amendments require a two-thirds majority approval of the Senate, subject to the veto process of § 201.2.

§ 204.5 Additional Committees that Satisfy the Senate Committee Requirement
Service on the following All-College and Faculty Committees satisfies one committee requirement:

A. Any Subcommittee of the Institutional Policy Planning Committee (IPPC)
B. Committee on Academic Freedom and Rights (CAFR)
C. Athletic Council
D. Committee on Educational Policy and Planning (CEPP)
E. Curriculum Committee (CC)
F. Committee on Academic Standing (CAS)

§ 204.5.1 The Executive Committee may consider other Skidmore committee service to satisfy the Senate Committee requirement, but only if the above enumerated committees are adequately filled.

§ 205 Senate Subcommittees
§ 205.1 The Senate Subcommittees are:

§ 205.1.1 CSL Subcommittee on Sustainability (SuCo)
The CSL Subcommittee on Sustainability (SuCo) shall be the primary advisor to the SGA on all matters of sustainability. SuCo shall be the primary student group responsible for educating and collaborating with Clubs, students, faculty, staff and the administration with the intent to advance the commitment to sustainability on campus. Additionally, SuCo shall coordinate the SGA Green Grant in collaboration with the Skidmore Sustainability Office. SuCo shall consist of the following: One chair and seven willingness to serve representatives who may be appointed at the

chair's discretion. The SuCo chair may select a member of their subcommittee to serve as the Vice Chair. SuCo shall not count as one Senate committee requirement.

§ 205.1.1.1 The CSL Subcommittee on Sustainability Chair shall:

A. Be the primary student representative and spokesperson for sustainability within the SGA.
B. Chair the CSL Subcommittee on Sustainability, as well as co-chair the Green Grant Review Committee.
C. Sit on the Committee on Student Life and the IPPC Subcommittee on Campus Sustainability.

§ 205.1.2 CSL Subcommittee on Athletics (CSLA)

The CSL Subcommittee on Athletics (CSLA) shall be the primary advisor to the SGA on all matters of athletics. This subcommittee shall be the liaison between the SGA and the Student Athlete Advisory Committee (SACC) to promote engagement between the two institutions. The CSL Subcommittee on Athletics shall consist of the following: One chair, who is a member of the SAAC, and seven willingness to serve representatives who may be appointed at the chair's discretion. The CSL Subcommittee on Athletics chair may select a member of their subcommittee to serve as the Vice Chair. The CSL Subcommittee on Athletics shall not count as one Senate committee requirement.

§ 205.1.2.1 The CSL Subcommittee on Athletics Chair shall:

A. Be the primary student representative and spokesperson for Athletics within the SGA.
B. Chair the CSL Subcommittee on Athletics.
C. Sit on the Committee on Student Life, Athletic Council, and the Student Athlete Advisory Committee (SAAC).

§ 205.1.3 CID Subcommittee on ADA

The CID Subcommittee on ADA (Americans with Disabilities Act) shall be the primary advisor to the SGA on all matters of accessibility. This subcommittee shall recommend measures to improve ADA accessibility of on-campus facilities to administrators of Skidmore College and conduct focus group interviews with students, faculty, and staff. The CID Subcommittee shall consist of the following: One chair and seven willingness to serve representatives who may be appointed at the chair's discretion. The subcommittee chair may select a member of their subcommittee to serve as the Vice Chair. The CID Subcommittee on ADA shall not count as one Senate committee requirement.

§ 205.1.3.1 The CID Subcommittee on ADA Chair shall:

A. Be the primary student representative and spokesperson for ADA accessibility within the SGA.
B. Chair the CID Subcommittee on ADA.
C. Sit on the Committee on Institutional Diversity and the College Space Planning Working Group.

§ 205.2 Appointments to Subcommittee Chair

A. Once an SGA President-elect is chosen for the following academic year, they are eligible to nominate students for Subcommittee Chair positions in consultation with the appropriate VP-elect who will oversee the subcommittee. Students may self-nominate for these positions by applying directly to the SGA President-elect. The SGA President-elect and appropriate VP-elect will create candidate evaluation criteria in consultation with the Director of Leadership Activities and then review all self-nominations. The SGA President-elect shall invite the appropriate VP-elect to any candidate interviews. The SGA President-elect will then nominate one Chair for each Subcommittee and send the nominations to the current SGA President, to be considered by the Senate. If the SGA President-elect deems that no candidate is sufficiently qualified for a position, they may choose to not nominate a student and thus leave the position vacant. The Senate must approve Subcommittee chairs for the following year by a two-thirds majority vote. In the event that the Senate denies a nomination, the SGA President-elect may nominate a new student for the position.
B. Vacant seats during an academic year may be filled by the SGA President's nomination and confirmation by a two-thirds majority of the Senate.

§ 205.3 Appointments to Subcommittee Member

A. Subcommittee chairs may appoint members to their own subcommittees. Students may self-nominate for these positions directly to the subcommittee chairs, and the subcommittee chairs, as well as all SGA officers, are expected to recruit members they feel would ably fulfill their assigned tasks.
B. Subcommittee chairs must immediately inform the SGA President, in writing, of the students they have appointed to serve as subcommittee members.

§ 205.4 Oversight and Removal of Subcommittees

A. All subcommittees maintain considerable autonomy over their assigned areas and tasks but must report to the chair of the committee they are associated with.
B. If a subcommittee is unable to operate due to absence of a chair and insufficient membership, the SGA President may assign any person, including other SGA Officers, on a temporary basis to fulfill the tasks of the subcommittee.
C. As SGA Officers, subcommittee chairs and members of subcommittees are subject to impeachment and removal provisions listed in the Student Body Constitution.

§ 205.5 Creation of New Subcommittees

By passing a resolution by a two-thirds majority, the Senate may add a new subcommittee, accompanied by a subcommittee description, rules of procedure, and other necessary details, subject to the veto process of § 201.2. New subcommittees should only be created in a case where no other SGA entity or piece of legislation could effectively, efficiently, or sustainably handle a particular issue or issue area. The Senate may require that a proposal for a new subcommittee instead lead to the creation of a task force or working group in its stead.

§ 205.6 Subcommittee Rules of Procedure

Senate Subcommittee Rules of Procedure regulate the internal rules of procedure for all Senate subcommittees. The Senate Subcommittee Rules of Procedure shall be maintained and distributed to each of the Subcommittees referenced in § 205.1 by the SGA Clerk. Amendments require a two-thirds majority approval of the Senate, subject to the veto process of § 201.2.

§ 206 Senate Mentorship Program

§ 206.1 All new Senators shall participate in the SGA Mentorship Program.

A. A new Senator is defined as a Senator who has not previously served one full semester in the Senate.
B. A new Class President is defined as any Class President who has not previously served one full semester in the Senate

§ 206.2 Mentoring Program Structure

§ 206.2.1 Mentor-Mentee Matching

A. At the beginning of each academic year, the SGA President, with the consultation of the Executive Committee, will identify potential mentors based on their experience and leadership qualities. New officers may express their preferences, and mentor-mentee pairs are carefully matched based on shared interests, goals, and areas of responsibility. All Class Presidents and Senators who have not previously served one full semester in the Senate will be matched with a mentor.
B. The SGA President and Committee on Operations are responsible for preparing the mentors for their role. Prior to the start of the program, they shall present the mentors with a list of objectives. These objectives can include goal setting, skill development, knowledge transfer, etc.
C. The Senator's mentor must be the chair or member of one of the Committees the Senator sits on.
D. All Executive Committee members can be assigned mentees, and Senators who have served for at least two semesters are eligible to become mentors as well, upon request and at the discretion of the SGA President and Director of Leadership Activities.

E. Each mentor may be assigned up to two mentees.

§ 206.2.2 Regular Meetings

Mentors and mentees commit to regular one-on-one meetings. Mentors and mentees are required to meet at least twice during the first semester, then they can assess if they should continue meeting. Meetings can be conducted in person, over the phone, or through video conferencing.

Skidmore College Student Government Association Bylaws

Article III: The Executive Branch

Adopted by the Senate: March 31, 2015
Last Amended: March 6, 2025

§ 300 The Executive Committee

The SGA Executive Committee is responsible for the administration of the SGA and serves to enhance all areas of student life by acting as a centralized decision-making committee. The Executive Committee shall:

A. Liaise with the College Administration and President, Faculty, and other bodies inside and outside of the College.
B. In the absence of the Senate, have the authority to make decisions on behalf of the SGA.
C. Advise, administer, and lead the direction and policy-making process of the Senate.
D. Submit recommendations and policies to the SGA Judicial Board, Senate, Faculty, the College Administration and President, any College governance group, and the Board of Trustees.
E. When appropriate, request reports from SGA Officers, Clubs, Committees, or other SGA entities for the purpose of gathering information and making informed policy decisions.
F. Create and amend its Rules of Procedure independently of the Senate, subject to review by the Judicial Board to ensure compliance with the Student Body Constitution and other Bylaws.
G. Set the weekly Senate Agenda.
H. Provide the Engagement and Outreach Committee with weekly tasks.
I. Work with the Director of Leadership Activities and Committee chairs to create, amend, and release evaluations of SGA Officers at the end of each semester.
J. Choose the recipients of the SGA Leadership Award in the spring semester each year.

§ 301 Executive Committee Membership

§ 301.1 The Executive Committee consists of: the SGA President as Chair, the Executive Vice President, the Vice President for Academic Affairs, the Vice President for Financial Affairs, the Vice President for Student Life, the Vice President for Club Affairs, the Vice President for Institutional Diversity, and the Vice President for Engagement and Outreach. This list of Executive Committee positions reflects the order of succession.

§ 301.2 In addition to the roles and responsibilities outlined in Article 3 of the Skidmore College Student Body Constitution, each member of the Executive Committee shall have duties and roles outlined in the following Bylaws:

§ 301.2.1 The SGA President shall:

A. Be the primary student representative and spokesperson of the SGA in all matters pertaining to communication and collaboration with the College Cabinet.
B. Chair the SGA Executive Committee and the Senate, as well as co-chair the Institutional Policy and Planning Committee Subcommittee on Student Affairs with the Dean of Students/Vice President for Student Affairs.
C. Sit on the Institutional Policy and Planning Committee.
D. Have full executive authority to appoint and fill temporary vacancies on all SGA Committees, All-College Committees, Faculty Committees, and other committees, subcommittees, and other groups with oversight from the SGA Executive Committee.
E. Meet with the Skidmore College President on a monthly basis.
F. Report to the Director of Leadership Activities on a weekly basis.
G. Shall be responsible for creating, in consultation with the Executive Committee, mentor and mentee pairings and preparing mentors in the Senate Mentorship Program, as described in §206.

§ 301.2.2 The Executive Vice President shall:

A. Assume the duties of the SGA President when necessary, in accordance with the process outlined in Article III, Sec. 1 of the Student Body Constitution.
B. Act as the designee of the President when necessary and appropriate.
C. Maintain, and be responsible for, a current collection of all Bylaws, effective acts of the Senate, judicial opinions, constitutional amendments, and other official documents.
D. Manage, in coordination with the SGA President and Executive Committee, all matters of scheduling, purchasing, and space management.
E. Manage all students hired by the SGA for operations purposes.
F. Act as the direct report for the SGA Clerk.
G. Chair the Committee on Operations.
H. Sit on the SGA Executive Committee and Senate.
I. Report to the Director of Leadership Activities at the discretion of the Office of Leadership Activities.

§ 301.2.3 The Vice President for Academic Affairs shall:

A. Act as the primary student representative and spokesperson in all matters pertaining to academics, and ensure SGA engagement in academic policy.
B. Chair the SGA Academic Council.
C. Sit on the SGA Executive Committee, Senate, the Committee on Educational Policy and Planning, the Committee on Academic Freedom and Rights, the Committee on Academic Standing, and the IPPC Subcommittee on Responsible Citizenship.
D. Attend the monthly Skidmore College Faculty meetings.

E. Report to the Director of Leadership Activities at the discretion of the Office of Leadership Activities.

§ 301.2.4 The Vice President for Financial Affairs shall:

A. Be the primary student representative and spokesperson in all matters pertaining to SGA Financial Policies and Procedures, keep a record of all transactions of the SGA, approve SGA expenditures, receive budget applications for the subsequent year from all entities and Clubs funded by the SGA, present to the Senate for approval an Annual Operating Budget of all proposed expenditures and revenues for the subsequent year with the Budget and Finance Committee.
B. Chair the Budget and Finance Committee.
C. Sit on the SGA Executive Committee, Senate, Institutional Policy and Planning Committee, and Institutional Policy and Planning Committee Subcommittee on Budget and Finance.
D. Report to the SGA Accountant on a weekly basis.

§ 301.2.5 The Vice President for Student Life shall:

A. Be the primary student representative and spokesperson in all matters pertaining to the residential and social life of the College.
B. Liaise with the Office of Residential Life, Dining Services, Facilities, and other offices relevant to student life.
C. Chair the Committee on Student Life.
D. Sit on the SGA Executive Committee, Senate, and Institutional Policy and Planning Committee Subcommittee on Student Affairs.
E. Report to the Director of Leadership Activities at the discretion of the Office of Leadership Activities.

§ 301.2.6 The Vice President for Club Affairs shall:

A. Be the primary student representative and spokesperson for all SGA Clubs, review Club Constitutions, and recommend Club Constitutions, Constitution revocations, and amendments to SGA Club Policies and Procedures to the Senate for approval in collaboration with the Office of Leadership Activities.
B. Review Club Creation Form Submissions' Eligibility Status
C. Review proposed amendments to Club Constitutions.
D. Organize Club Fair in collaboration with the Office of Leadership Activities.
E. Chair the Presidents Council.
F. Sit on the SGA Executive Committee, Senate, and the Budget and Finance Committee.
G. Report to the Associate Director of Leadership Activities on a weekly basis.

§ 301.2.7 The Vice President for Institutional Diversity shall:

A. Be the primary SGA advocate of inclusive practices within the SGA and the College as a whole, including all aspects of diversity.
B. Liaise with the Office of Student Diversity and Equity (OSDI), OSDI Clubs, and other relevant entities to work towards inclusive practices College-wide.
C. Chair the Committee on Institutional Diversity.
D. Sit on the SGA Executive Committee, Senate, the Committee on Intercultural and Global Understanding, and the Bias Response Group.
E. Report to the Director of Student Diversity and Inclusion on a weekly basis.

§ 301.2.8 The Vice President for Engagement and Outreach shall:

A. Be the primary student representative and spokesperson in all matters pertaining to SGA engagement, outreach, and communications.
B. Liaise with the Office of Communications and Marketing on all matters regarding SGA communications.
C. Be responsible for ensuring that the student voice is prioritized in all SGA initiatives and events.
D. Collect feedback on SGA initiatives from the student body to help the SGA make informed, responsible decisions based on student input.
E. Act as the direct report for the SGA Director of Communications and the SGA Photographer(s).
F. Act as the SGA President's primary advisor on all-class communication.
G. Chair the Engagement and Outreach Committee.
H. Sit on the Executive Committee and Senate.
I. Report to the Director of Leadership Activities at the discretion of the Office of Leadership Activities.

§ 301.3 Regulations and Expectations of Executive Committee Members

A. The Vice President for Club Affairs, Vice President for Financial Affairs, and SGA President may not be the president (or equivalent position) or treasurer of an SGA Club.
    a. While the treasurer or president of an SGA Club may run for the position of Vice President for Club Affairs, Vice President for Financial Affairs, or SGA President, they must do so with the understanding that they must resign from their executive board position if they are elected.
B. No member of the Executive Committee may submit the Club Creation Form.
C. While not required to do so, members of the Executive Committee are expected to serve the whole term for which they were elected.

§ 302 Executive Committee Rules of Procedure

The Executive Committee Rules of Procedure ("Executive Committee Rules") shall be maintained and distributed to the Senate by the Executive Committee. Amendments can be made by the Executive Committee, independently of the Senate, in compliance with § 300.F.

§ 303 Operations Officers

Operations Officers shall assist the Executive Committee in the non-representative functions of the SGA. These functions shall include oversight and management of key tasks to ensure the efficient operation of the SGA.

§ 303.1.1 The SGA Director of Communications shall be the chief student consultant to the Vice President for Engagement and Outreach on all matters of communications to external parties (defined to be non-SGA entities), public relations, and marketing. The Director of Communications shall:

A. Manage the brand of the SGA by ensuring cohesive messaging across all communication platforms.
B. Maintain necessary social media platforms on behalf of the SGA.
C. Sit on the Engagement and Outreach Committee.
D. Contact and liaise with graphic designers, student events managers, and other event-planning groups to assist SGA entities with the marketing of events and initiatives.
E. Oversee the SGA Photographer(s) in coordination with the Vice President for Engagement and Outreach.
F. Be an official employee of the Office of Leadership Activities, but report to the Vice President for Engagement and Outreach on a weekly basis.

§ 303.1.2 The SGA Clerk shall be the chief record keeper for the SGA. The Clerk shall:

A. Attend and record minutes of every Senate meeting, following Senate Rules of Procedure.
B. Document amendments to the minutes and track their approval status.
C. Upload approved Senate minutes to agreed-upon online platforms accessible to the student body within five days in which classes are held of their approval, or forward them to the Executive Vice President.
D. Track and maintain accurate records of Senate proceedings, including action items, resolutions, and pertinent information.
E. Ensure the proper organization, version control, and secure storage of all SGA records on an electronic database (Datastor), in coordination with the Executive Vice President.
F. Be an official employee of the Office of Leadership Activities, but report to the Executive Vice President on a weekly basis, providing updates on record-keeping activities, pending items, and any relevant matters.

§ 303.1.3 The SGA Photographer(s) shall be the chief capturer(s) and editor(s) of photos for the SGA. The SGA Photographer(s) shall:

A. Attend and take photos of scheduled SGA meetings and events upon a written request at least three days in advance by the Vice President for Engagement and Outreach or Executive Committee.
B. Work on and complete all photo post-production within five days in which classes are held of their capture.
C. Report and submit all final work to the Vice President for Engagement and Outreach and Director of Communications.
D. Sit on the Engagement and Outreach Committee.
E. Be an official employee of the Office of Leadership Activities, but report to the Vice President for Engagement and Outreach on a weekly basis.

§ 303.2 Appointment of Operations Officers

A. Once an SGA President-elect is chosen for the following academic year, they are eligible to nominate students for Operations Officer positions. Students may self-nominate for these positions by applying directly to the SGA President-elect. The SGA President-elect will create candidate evaluation criteria in consultation with the Director of Leadership Activities. The SGA President-elect will then review all applications. The SGA President-elect will then nominate one student for the SGA Clerk and SGA Director of Communications positions and up to two students for the SGA Photographer position and forward the nominations to the Executive Committee-elect. If the SGA President-elect deems that no candidate is sufficiently qualified for a position, they may choose to not nominate a student and thus leave the position vacant. The Executive Committee-elect must consider and approve the nominations by a majority vote. In the event that the Executive Committee-elect denies a nomination, the SGA President-elect may nominate a new student for the position.
B. The SGA President-elect must report to the Senate who has been confirmed to each Operations Officer position.

§ 303.3 Expectations of Operations Officers

A. Each officer shall sign a contract with the Office of Leadership Activities and the SGA President which will outline the individual responsibilities of each Operations Officer, as well as the responsibilities of the SGA President as the Operation Officer's director.
B. The Office of Leadership Activities, the SGA President and Executive Committee shall, together, create a list of detailed expectations, supervisory structures, legal documents, and other necessary documents.

C. Operations Officers shall serve terms not to exceed one full academic year, with all terms ending at 4:20 p.m. on the first weekday following College Commencement. Necessary, though reasonable, work may be required over the summer at the beginning of a term.
D. When performing "other duties as assigned," the Officer has the right to negotiate with the SGA President, with the consultation of the Office of Leadership Activities, over the extent to which a particular duty is in accordance with the scope of the nature of the position.
E. In consultation with the Office of Leadership Activities, the SGA President must conduct a performance review of each Operations Officer at the conclusion of the fall semester, and additionally as deemed necessary.
F. If an Operations Officer is not fulfilling the outlined duties of their position, the SGA President, with approval from the Office of Leadership Activities, may fire said Operations Officer.
G. No Operations Officer receiving compensation from the SGA will be asked to perform personal errands for any other student.

§ 303.4 Creation of New Operations Officer Positions

By passing a resolution by a two-thirds majority, the Senate may add a new position to the list of Operations Officers, accompanied by a job description, compensation, and other necessary details, subject to the veto process of § 201.2.

§ 304 Executive Committee Awards

The Executive Committee recognizes members of the Skidmore community at the annual SGA Leadership Banquet with the following awards:

A. SGA Leadership Award

   The SGA Leadership Award shall be awarded to up to ten students of any class standing that have contributed consistently to the co-curricular life of the College. These students have selflessly devoted countless hours of time, as well as their energy, skills, and talents to building a richly diverse, inclusive, and vibrant campus life at Skidmore.

B. Kris Leggiero Distinguished Service Award

   The Kris Leggiero Distinguished Service Award is named in honor of former SGA Accountant Kris Leggiero, and was created to commemorate her commitment to excellence over 25 years of remarkable service to the SGA and the Skidmore community. This award shall be awarded to one member of the College's faculty, staff, or administration who has consistently and substantially supported the mission of the SGA, and who has dedicated themselves to helping students develop a positive character and strong leadership skills. Employees of the Office of Campus Life and Engagement shall be ineligible to receive this award, as the primary responsibilities of their roles require them to fulfill the award's criteria

Skidmore College Student Government Association Bylaws

Article IV: The Judicial Branch

Adopted by the Senate: March 31, 2015
Last Amended: March 6, 2025

§ 400 Judicial Board Authority

§ 400.1 General Authority

The Judicial power of the SGA shall be vested in a Judicial Board. This Board shall work to guarantee every student is treated with fundamental standards of fairness and guaranteed fair representation in all SGA matters. All Clubs, Club representatives, committees, subcommittees, councils, other entities, and officers of the SGA are subject to the Judicial Board and are bound by its decisions. The Judicial Board's authority shall extend to:

A. Judicial review of all legislative and executive acts.
B. Interpretation of existing SGA policy.
C. Removal of SGA Officers and Club representatives for violation of the SGA Constitution and Bylaws and other SGA policy.
D. Revocation of Club constitutions.
E. Suspension of SGA funds.

§ 400.2 Judicial Jurisdiction

The Judicial Board will meet as deemed necessary by the Chief Judicial Board Officer, as outlined in the Judicial Board Rules of Procedure. Generally, cases should be heard by the Judicial Board when no other SGA entity can handle a particular situation effectively or fairly, when an SGA entity faces serious sanctions, or if the matter requires a full and confidential hearing that other committees could not fairly give. The Judicial Board has the following restrictions on its jurisdiction:

A. The Judicial Board may only consider cases regarding individuals and groups in their capacity as SGA-affiliated entities.
B. Individuals may only be considered based on their affiliation with the SGA on the basis of SGA policy.
C. SGA affiliated and/or funded groups are likewise bound by all SGA policy, and the Judicial Board may take action that relates to the group's affiliation with the SGA, or to any of its members as individuals with SGA affiliation.
D. The purpose of the Judicial Board is not to enforce College Policy, which is the purpose of administrative action. The Judicial Board shall enforce SGA policy only. The Judicial Board will refer College policy violations to the Office of Student Conduct in accordance with § 400.4 of these Bylaws.

§ 400.3 Authorized Judicial Board Action

The Judicial Board may only make decisions as described in the following case-categorized authorized actions.

A. SGA Governing Document Interpretation Case
    a. Affirm
        i. A written notice upholding the action which was appealed.
    b. Modify
        i. A written notice partially upholding the action which was appealed with modification.
    c. Reverse
        i. A written notice striking down the action which was appealed.
B. Individual SGA Officer Sanction Case
    a. No Sanction
        i. A written notice to the SGA Officer that the Judicial Board has found no guilt.
    b. Disciplinary Reprimand
        i. A written notice to the SGA Officer explaining that the violation of SGA policy warrants an official record be kept in the Office of the Dean of Students.
    c. Educational Sanction
        i. An SGA Officer may be required to provide an identified service or participate in a particular program, receive specific instruction, or complete a designated assignment.
    d. Attainment of Standards
        i. An SGA Officer may be required to attain a specific standard(s) over the course of a designated period of time. Examples of these standards include, but are not limited to, the following: grade point average and certifications/training.
    e. Disciplinary Probation
        i. A written admonishment for a violation of specified policy. With respect to the non-academic disciplinary system, an SGA Officer on disciplinary probation is not considered to be in good standing for a designated period of time. If the SGA Officer is found to violate any SGA regulation(s) during the probationary period, more severe disciplinary sanctions may be imposed. Once the designated period of time has elapsed, the SGA Officer will be considered in good standing; however, a record of the sanction will be kept in the Office of the Dean of Students.

f. Restitution
    i. An SGA Officer may be assessed reasonable expenses related to the misconduct. This may include, but is not limited to, the following: the repair/replacement cost for any damage to property or any related expenses incurred by the complainant.
g. Deferred Suspension of Reprimand
    i. The sanction does not go into effect as long as the SGA Officer complies with all requirements during the interim period. In those cases where the SGA Officer completes all expectations during the interim period, the SGA Officer's record will show that the sanction was never imposed. In the event that an SGA Officer fails to comply with a sanction and the Judicial Board has decided to impose a suspension, the SGA Officer will be notified of the apparent failure to comply and of the intent to suspend, and provided an opportunity to meet and explain the circumstances prior to a final decision.
h. Removal from Office
    i. An SGA Officer may be removed from office, including being barred from running for or holding office in the future in matters of repeated and egregious violation of the SGA Constitution.

C. Club Sanction Case
a. No Sanction
    i. A written notice to the Club or Club representative(s) that the Judicial Board has found no guilt.
b. Disciplinary Reprimand
    i. A written notice to the Club explaining that the violation of SGA policy warrants an official record be kept in the Office of the Dean of Students.
c. Educational Sanction
    i. A Club may be required to provide an identified service or participate in a particular program, receive specific instruction, or complete a designated assignment. The Club is responsible for any related expenses, including expenses for education, counseling, and/or services.
d. Attainment of Standards
    i. A Club or Club representative(s) may be required to attain a specific standard(s) over the course of a designated period of time. Examples of these standards include, but are not limited to, the following: grade point average and certifications/training.
e. Disciplinary Probation
    i. A written admonishment for a violation of specified regulations. With respect to the non-academic disciplinary system, a Club on disciplinary

probation is not considered to be in good standing for a designated period of time. If the Club or its representative(s) are found to violate any institutional regulation(s) during the probationary period, more severe disciplinary sanctions may be imposed. Once the designated period of time has elapsed, the Club will be considered in good standing; however, a record of the sanction will be kept in the Office of the Dean of Students.

f. Social Probation
    i. The loss of privileges to hold, host, sponsor or co-sponsor an event that is social in nature.
g. Restitution
    i. A Club may be assessed reasonable expenses related to the misconduct. This may include, but is not limited to, the following: the repair/replacement cost for any damage to property or any related expenses incurred by the complainant.
h. Deferred Suspension of Reprimand
    i. The sanction does not go into effect as long as the Club complies with all requirements during the interim period. In those cases where the Club completes all expectations during the interim period, the Club's record will show that the sanction was never imposed. In the event that a Club or Club representative(s) fail to comply with a sanction and the Judicial Board has decided to impose a suspension, the Club will be notified of the apparent failure to comply and of the intent to suspend, and provided an opportunity to meet and explain the circumstances prior to a final decision.
i. Removal of Club Representative(s)
    i. Club representative(s) may be removed from office, including being barred from running for or holding office in the future in matters of repeated and egregious violation of the SGA Constitution or Bylaws.
j. Revocation of Chartered Status
    i. Permanent severance of the Club's recognition by the SGA.

D. Suspension of Funds Case
    a. No Suspension
        i. A written notice to the SGA Officer(s), Club, or Club representative(s) that the Judicial Board has found no guilt and funds will not be suspended.
    b. Disciplinary Reprimand
        i. A written notice to the SGA Officer(s), Club, or Club representative(s) or explaining that the violation of SGA policy warrants an official record be kept in the Office of the Dean of Students.

c. Educational Sanction
    i. A Club, SGA Officer(s), or Club representative(s) may be required to provide an identified service or participate in a particular program, receive specific instruction, or complete a designated assignment. The Club is responsible for any related expenses, including expenses for education, counseling, and/or services.
d. Attainment of Standards
    i. A Club, SGA Officer(s), or Club representative(s) may be required to attain a specific standard(s) over the course of a designated period of time. Examples of these standards include, but are not limited to, the following: grade point average and certifications/training.
e. Disciplinary Probation
    i. A written admonishment for a violation of specified regulations. With respect to the non-academic disciplinary system, a Club, SGA Officer(s), or Club representative(s) on disciplinary probation are not considered to be in good standing for a designated period of time. If the Club, SGA Officer(s), or Club representative(s) are found to violate any SGA regulation(s) during the probationary period, more severe disciplinary sanctions may be imposed. Once the designated period of time has elapsed, the Club will be considered in good standing; however, a record of the sanction will be kept in the Office of the Dean of Students.
f. Social Probation
    i. The loss of privileges to hold, host, sponsor or co-sponsor an event that is social in nature.
g. Restitution
    i. A Club, SGA Officer(s), or Club representative(s) may be assessed reasonable expenses related to the misconduct. This may include, but is not limited to, the following: the repair/replacement cost for any damage to property or any related expenses incurred by the complainant.
h. Deferred Suspension of Reprimand
    i. The sanction does not go into effect as long as the Club, SGA Officer(s), or Club representative(s) complies with all requirements during the interim period. In those cases where the Club completes all expectations during the interim period, the Club's record will show that the sanction was never imposed. In the event that a Club or Club representative(s) fail to comply with a sanction and the Judicial Board has decided to impose a suspension, the Club will be notified of the apparent failure to comply and of the intent to suspend, and provided an opportunity to meet and explain the circumstances prior to a final decision.

i. Revocation of Allocated Budget
    i. Permanent severance of all or parts of the Club's allocated budget by the SGA for the current academic year in which the hearing is held.

E. Appellate Case
    a. Affirm
        i. A written notice upholding the action which was appealed.
    b. Modify
        i. A written notice partially upholding the action which was appealed with modification.
    c. Reverse
        i. A written notice striking down the action which was appealed.

§ 400.4 Authority of the Office of Student Conduct

A. The Office of Student Conduct or designee shall serve as the main point of contact for reports of alleged SGA policy violations in which the Judicial Board has authority, as outlined in §400, and other violations of College policies by students in their capacity as SGA entities. No alleged violations are to be reported to the Judicial Board directly.
B. If an SGA Officer or Club member is alleged to have engaged in specific acts of prohibited conduct or violations of other College policies, the matter will be resolved by the Office of Student Conduct. The Office of Student Conduct has full authority to further refer cases to other College offices and issue sanctions to SGA Officers and Club representatives on behalf of the Judicial Board in instances of violation of College policies in accordance with the procedures of its office outlined by College policy. In instances of alleged violation of solely SGA policy, the Office of Student Conduct will refer the matter to the Judicial Board.
C. Alleged violations of SGA or College policies by the Judicial Board itself are overseen by the Office of Student Conduct.

§ 401 Judicial Board Membership

A. The SGA Judicial Board consists of the Chief Judicial Board Officer as Chair and two Judicial Board Officers.
B. The Associate Dean of Student Affairs for Inclusion and Engagement shall act as the advisor to the Judicial Board with no voting privileges.

§ 401.1 The Chief Judicial Board Officer shall:

A. Chair the Judicial Board.
B. Have the ability to call special meetings of the Judicial Board.
C. Ensure the maintenance of records of all actions and decisions of the Judicial Branch.
D. Be responsible for familiarizing themselves with SGA governing documents.

E. Write majority and dissenting Judicial Board opinions.
F. Serve as the main point of contact for the Judicial Board and communicate its decisions to the SGA and College administration.
G. Report to the Associate Dean of Student Affairs for Inclusion and Engagement at the discretion of the Campus Life & Engagement Office.

§ 401.2 Judicial Board Officers shall:

A. Hear and deliberate cases brought before the Judicial Board.
B. Be responsible for familiarizing themselves with SGA governing documents.
C. Write majority and dissenting Judicial Board opinions.
D. Sit on the Judicial Board.

§ 401.3 The Judicial Board Advisor shall:

A. Inform each student appearing before the Judicial Board of the student's due process and privacy rights before the administrative hearing.
B. Forward to the Chief Judicial Board Officer all appropriate forms and documentation before the case is brought to the Judicial Board.

§ 401.4 Regulations and Expectations of Judicial Board Members

A. No member of the Judicial Board may simultaneously hold another SGA Officer position or be on the executive board, or equivalent body of an SGA Club.
B. No member of the Judicial Board may submit the Club Creation form.
C. Judicial Board Officers are expected to uphold impartiality and judicial independence.

§ 402 Appointment of Judicial Board Officers

A. Once an SGA President-elect is chosen for the following academic year, they are eligible to nominate students for Chief Judicial Board Officer and Judicial Board Officer for a term of one academic year. Students may self-nominate for these positions by applying directly to the SGA President-elect. The SGA President-elect will create candidate evaluation criteria in consultation with the Director of Leadership Activities. The SGA President-elect will then review all self-nominations. The SGA President-elect will then nominate one Chief Judicial Board Officer and two Judicial Board Officers and send the nominations to the current SGA President, to be considered by the Senate. If the SGA President-elect deems that no candidate is sufficiently qualified for a position, they may choose to not nominate a student and thus leave the position vacant. The Senate must approve these positions for the following year by a two-thirds majority vote. In the event that the Senate denies a nomination, the SGA President-elect may nominate a new student for the position.

B. Vacant seats during an academic year may be filled by the SGA President's nomination and confirmation by a two-thirds majority of the Senate.

§ 403 Judicial Board Rules of Procedure

The Judicial Board rules and procedures ("Judicial Board Rules") shall be maintained and distributed to the Judicial Board by the SGA Clerk. Amendments require a two-thirds majority approval of the Senate, subject to the veto process of § 201.2.

Skidmore College Student Government Association Bylaws

Article V: The Events Branch

Adopted by the Senate: April 9, 2024
Last Amended: May 19, 2025

§ 500 Student Events Council

The Student Events Council (SEC) shall serve as the SGA's event-planning body. Its purpose is to provide the Skidmore College community with events outside of the classroom and to represent the diverse extracurricular interests of the student body. The SEC holds the following responsibilities:

A. Envision, plan, and execute a wide array of events.
B. Actively seek to represent and cater to the diverse interests of the Skidmore College student body, ensuring that events appeal to a broad range of interests.

§ 501 Student Events Council Membership

§ 501.1 The SEC consists of the SEC Chair as Chair, the SEC Vice Chair, the SEC Treasurer, the SEC Subcommittee on Major Events Co-Chairs, the SEC Subcommittee on Campus Events Co-Chairs, the SEC Subcommittee on Traditional Events Co-Chairs, the SEC Subcommittee on Falstaff's Chair, and the Associate Director of Leadership Activities as a non-voting member.

A. The SEC Chair, SEC Vice Chair, and SEC Treasurer shall be elected by the student body, but the other positions shall be nominated by the SEC Chair and confirmed by the Senate by a two-thirds majority, with the exception of the Traditional Events Co-Chair for Senior Week, which is automatically filled and held by the elected Senior Class President.
B. The SEC shall convene weekly in order to hold discussions that are germane to event programming, budget and policy deliberations, connecting SEC Subcommittee Chairs with one another in order to facilitate collaboration, and act as a forum for the SEC to communicate with the Office of Leadership Activities. All SEC Officers shall be given time to speak and lead discussions during each SEC meeting.

§ 501.2 The SEC Chair shall:

A. Chair the SEC.
B. Set SEC's vision and schedule of events for the academic year in consultation with the SEC.
C. Be informed on all aspects of each SEC Officer's roles in order to properly guide the SEC to a better fulfillment of its purpose.
D. Continually evaluate the performance of the SEC and address problems that arise in tandem with the SEC Vice Chair.

E. Meet with the SEC Treasurer to discuss the financial situation of the SEC as needed.
F. Aid the SEC Treasurer in the formation of the annual budget proposal.
G. Report to the Associate Director of Leadership Activities on a weekly basis.

§ 501.3 The SEC Vice Chair shall:

A. Serve as the vice chair of the SEC.
B. Assume the duties of the SEC Chair in their absence or at their request.
C. Oversee and evaluate the SEC Subcommittees on a weekly basis.
D. Monitor record keeping of all subcommittees in collaboration with the SGA Clerk.
E. Volunteer in monitoring and coordinating all events as requested by the SEC Chair.
F. Lead the SEC's marketing efforts.
G. Report to the Associate Director of Leadership Activities on a weekly basis.

§ 501.4 The SEC Treasurer shall:

A. Act as the senior student financial advisor of the SEC.
B. Create the annual SEC budget proposal in collaboration with the SEC.
C. Provide the SEC with a running total of all SEC funds at each SEC meeting.
D. Propose Falstaff's budget expenditures to the SEC.
E. Represent the SEC in all presentations to the SGA Budget and Finance Committee.
F. Serve as the liaison between the SEC and the SGA Vice President for Financial Affairs and SGA Accountant.
G. Request supplemental funding from the SGA Program Support Fund on behalf of the SEC as needed.
H. Sit on the SEC.
I. Report to the SGA Accountant at the discretion of the SGA Accountant.
J. Create a yearly overview summarizing all SEC spending.

§ 501.5 The SEC Subcommittee on Major Events Co-Chairs shall:

SEC Subcommittee on Major Events Co-Chair for Campus Logistics:

A. Co-chair the SEC Subcommittee on Major Events.
B. Co-coordinate music events including the Big Show Concert and any other performance-related events, such as comedians and speakers.
C. Initiate and manage communication with on-campus stakeholders regarding event logistics.
D. Develop a timeline of logistics and day-of events for Big Show in collaboration with the SEC Chair, the Major Events Co-Chair for Vendor Coordination, and the Associate Director of Leadership Activities.
E. Involve the Subcommittee members in the decision-making process for events.
F. Work with the SEC Vice Chair regarding all volunteer needs.

G. Maintain clear and frequent communication with the SEC Chair, SEC Vice Chair, SEC Treasurer, Vendor Coordination Co-Chair, and the Associate Director of Leadership Activities regarding events.
H. Sit on the SEC.

SEC Subcommittee on Major Events Co-Chair for Vendor Coordination:

I. Co-chair the SEC Subcommittee for Major Events.
J. Co-coordinate music events including the Big Show concert and any other performance-related events, such as comedians and speakers.
K. Initiate and manage communication with off-campus vendors regarding event logistics and coordination.
L. Lead all artist/performer selection processes. The Major Events Co-Chair for Vendor Coordination must include the Major Events Co-Chair for Campus Logistics and SEC Chair in decision-making, with additional support from the SEC Vice Chair and SEC Treasurer when necessary.

§ 501.6 The SEC Subcommittee on Campus Events Co-Chairs shall:

SEC Subcommittee on Campus Events Co-Chair for On-Campus Events:

A. Co-chair the SEC Subcommittee for Campus Events.
B. Coordinate on-campus events, such as bingo, game shows, crafting events, stuff-a-plush, and movie nights.
C. Involve the Subcommittee members in the decision-making process for events.
D. Manage communication with appropriate campus personnel regarding event logistics.
E. Initiate and manage communication with vendors regarding event logistics.
F. Develop a timeline of logistics and day-of events for all events with the SEC Chair and the Associate Director of Leadership Activities.
G. Work with the SEC Vice Chair regarding all volunteering and marketing needs for the subcommittee's on-campus events.
H. Maintain clear and frequent communication with the SEC Chair, SEC Vice Chair, SEC Treasurer, SEC Subcommittee on Campus Events Co-Chair for Off-Campus Events, and the Associate Director of Leadership Activities regarding events.
I. Sit on the SEC.

SEC Subcommittee on Campus Events Co-Chair for Off-Campus Events:

J. Co-chair the SEC Subcommittee for Campus Events.

K. Coordinate off-campus events, such as trips to local businesses for mini golf and bowling, shopping at the mall, day trips to Boston/NYC/etc., and other excursions.
L. Involve the Subcommittee members in the decision-making process for events.
M. Initiate and manage communication with appropriate vendors regarding event logistics.
N. Develop a timeline of logistics and day-of events for all events with the SEC Chair and the Associate Director of Leadership Activities.
O. Work with the SEC Vice Chair regarding all volunteering and marketing needs for the subcommittee's off-campus events.
P. Maintain clear and frequent communication with the SEC Chair, SEC Vice Chair, SEC Treasurer, SEC Subcommittee on Campus Events Co-Chair for On-Campus Events, and the Associate Director of Leadership Activities regarding events.
Q. Sit on the SEC.

§ 501.7 The SEC Subcommittee on Traditional Events Co-Chairs shall:

SEC Subcommittee on Traditional Events Co-Chair for All-Class Traditions:

A. Co-chair the SEC Subcommittee on Traditional Events.
B. Plan and execute Junior Ring and Spring Fling.
C. Involve the Subcommittee members in the decision-making process for events.
D. Manage communication with appropriate campus personnel regarding event logistics.
E. Initiate and manage communication with appropriate vendors regarding event logistics.
F. Collaborate with the SEC Vice Chair regarding all volunteering and marketing needs for Junior Ring and Spring Fling.
G. Maintain clear and frequent communication with the SEC Chair, SEC Vice Chair, SEC Treasurer, and the Associate Director of Leadership Activities regarding events.
H. Sit on the SEC.

SEC Subcommittee on Traditional Events Co-Chair for Senior Week

I. Be the SGA Senior Class President
J. Co-chair the SEC Subcommittee for Traditional Events.
K. Plan all senior week activities.
L. Involve the Subcommittee members in the decision-making process for events.
M. Develop communications to the senior class.
N. Manage communications with appropriate campus personnel regarding event logistics.

O. Initiate and manage communications with appropriate vendors regarding event logistics.
P. Works with the SEC Vice Chair regarding all volunteering and marketing needs for Senior Week.
Q. Maintain clear and frequent communication with the SEC Chair, SEC Vice Chair, SEC Treasurer, All-Class Traditions Co-Chair, and the Associate Director of Leadership Activities regarding events.
R. Sit on the SEC during the spring semester but is encouraged to sit on the SEC for the entire academic year.

§ 501.8 The SEC Subcommittee on Falstaff's Chair shall:

A. Chair the SEC Subcommittee on Falstaff's.
B. Coordinate long-term strategic planning for Falstaff's mission and use in collaboration with the constituencies that utilize the space and the SEC Treasurer.
C. Provide recommendations from the subcommittee on use of the Falstaff's budget to the SEC Treasurer.
D. Coordinate and oversee technological support for events within Falstaff's.
E. Involve the Subcommittee members in the decision-making process.
F. Maintain clear and frequent communication with the SEC Chair, SEC Vice Chair, and SEC Treasurer regarding events.
G. Reach out to appropriate campus personnel regarding event logistics.
H. Sit on the SEC.

§ 501.9 The Associate Director of Leadership Activities shall:

A. Provide guidance and oversight to the SEC, ensuring that its activities align with the mission and goals of the SGA and Skidmore College.
B. Assist in the planning and execution of SEC events, offering insights and expertise to enhance the overall quality and impact of each event.
C. Support the development and leadership skills of SEC members.
D. Ensure that SEC activities adhere to College policies and regulations, providing guidance on any legal or administrative considerations.
E. Mediate and assist in resolving conflicts within the SEC.
F. Have the authority to delay or cancel events in the event of unforeseen circumstances or crises during event planning or execution.
G. Sit on the SEC as a non-voting member.

§ 501.10 All SEC Officers shall:

A. Serve as a member of the SEC.

B. Actively recruit new members to the SEC.
C. Keep a record of all paperwork (invoices, quotes, email, reports, etc.) through an electronic database (Datastor).
D. Submit a budget proposal request for the following year to the SEC Treasurer.
E. Respond to correspondences in a timely and respectful manner.
F. Represent the SEC at official functions as called upon.
G. Attend and assist all SEC events that they were a major contributor in planning, unless their absence is excused by the Associate Director of Leadership Activities in writing at least 72 hours prior to the event.

§ 501.11 Eligibility Requirements
To qualify for the Student Event Council positions below a student shall meet the following requirements:

A. SEC Chair and SEC Vice Chair: At least one semester on the SEC.
B. All other positions must have served on a SEC Subcommittee for at least one semester.

§ 502 Student Events Council Subcommittees
SEC Subcommittees shall execute the vision of the SEC for the events in which they each hold jurisdiction. The SEC Subcommittees are:

§ 502.1 SEC Subcommittee on Major Events
The SEC Subcommittee on Major Events shall be the advisor to the SEC on all performance-related event planning. They will assess the student body's interests regarding concerts and other large-scale bookings and plan and execute events accordingly. The annual Big Show concert, as defined in the SEC Subcommittee on Major Events Rules of Procedure, is this subcommittee's required main event, which may take place in either the fall or spring semester. The SEC Subcommittee on Major Events shall consist of the following: the SEC Subcommittee on Major Events Co-Chair for Campus Logistics and the SEC Subcommittee on Major Events Co-Chair for Vendor Coordination as Co-Chairs, and five willingness to serve representatives. The Major Events Co-Chairs may select a member of their subcommittee to serve as the Vice Chair.

§ 502.2 SEC Subcommittee on Campus Events
The SEC Subcommittee on Campus Events shall be the advisor to the SEC on all campus and excursion-related event planning. The SEC Subcommittee on Campus Events shall consist of the following: the SEC Subcommittee on Campus Events Co-Chair for On-Campus Events and the SEC Subcommittee on Campus Events Co-Chair for Off-Campus Events as Co-Chairs and five willingness to serve representatives. The Campus Events Co-Chairs may select a member of their subcommittee to serve as the Vice Chair.

§ 502.3 SEC Subcommittee on Traditional Events

The SEC Subcommittee on Traditional Events shall be the advisor to the SEC on all matters of recurring traditional events at Skidmore, including but not limited to Junior Ring, Spring Fling, and Senior Week activities, as outlined in the SEC Subcommittee on Campus Traditions Rules of Procedure. The SEC Subcommittee on Traditional Events shall consist of the following: the SEC Subcommittee on Traditional Events Co-Chair for All-Class Traditions and the SEC Subcommittee on Traditional Events Co-Chair for Senior Week as Co-Chairs and five willingness to serve representatives. The Traditional Events Co-Chairs may select a member of their subcommittee to serve as the Vice Chair.

§ 502.4 SEC Subcommittee on Falstaff's

The SEC Subcommittee on Falstaff's shall determine the mission and use of Falstaff's in collaboration with the constituencies that utilize the space and provide recommendations on the use of the Falstaff's budget to the SEC Treasurer. The SEC Subcommittee on Falstaff's shall consist of the following: the SEC Subcommittee on Falstaff's Chair as Chair and five willingness to serve representatives.

§ 502.5 Appointments to Subcommittee Chair

A. Once an SEC Chair-elect is chosen for the following academic year, they are eligible to nominate students for SEC Subcommittee Chairs in consultation with the Office of Leadership Activities. Students may self-nominate for these positions by applying directly to the SEC Chair-elect. The SEC Chair-elect will create candidate evaluation criteria in consultation with the Associate Director of Leadership Activities. The SEC Chair-elect will then review all self-nominations. The SEC Chair-elect will then nominate one Chair for each Subcommittee and send a list of their nominees to the current SGA President, to be considered by the Senate. If the SEC Chair-elect deems that no candidate is sufficiently qualified for the position, they may choose to not nominate a student and thus leave the position vacant. The Senate must approve SEC Subcommittee Chairs for the following year by a two-thirds majority vote. In the event that the Senate denies a nomination, the SEC Chair-elect may nominate a new student for the position.
B. Vacant seats during an academic year may be filled by the SEC Chair's nomination and confirmation by a two-thirds majority of the Senate.

§ 502.6 Appointments to Subcommittee Member

A. SEC Subcommittee Chairs may appoint members to their own subcommittees in consultation with the Office of Leadership Activities and the SEC Chair. Students may self-nominate for these positions directly to the SEC Subcommittee Chairs, and the SEC

Subcommittee Chairs, as well as all SEC officers, are expected to recruit members they feel would ably fulfill their assigned tasks.

B. SEC Subcommittee Chairs must immediately inform the SEC Chair, in writing, of the students they have appointed to serve as subcommittee members.

§ 502.7 Oversight and Removal of Subcommittee Chairs

A. All subcommittees must report to the SEC and Senate when appropriate or when asked.
B. If a subcommittee is unable to operate due to absence of a chair and insufficient membership, the SGA President, with the advice of the SEC Chair, may assign any person, including other SGA Officers, on a temporary basis to fulfill the tasks of the subcommittee.
C. As SGA Officers, Subcommittee Chairs and members of subcommittees are subject to impeachment and removal provisions listed in the SGA Constitution.

§ 502.8 Creation and Removal of Subcommittees

The Senate may remove Subcommittees or add a new Subcommittee, accompanied by a Subcommittee description, rules of procedure, and other necessary details with a two-thirds majority vote of the Senate, subject to the veto process of § 201.2. New Subcommittees should only be created in a case where no other SEC Subcommittee or Club can handle a particular event or initiative. The Senate may require that a proposal for a new Subcommittee instead lead to the creation of a Club in its stead.

§ 503 Community Engagement

§ 503.1 Pre-Event Student Engagement

At the beginning of each semester, the SEC must gather input on events for that semester through forums, surveys, or other inclusive methods, publicizing it widely. The received feedback will be diligently reviewed, summarized, and considered in the event planning process. While not all suggestions may be feasible, the SEC is encouraged to transparently communicate how community input influenced event selection and planning.

§ 503.2 Post-Event Evaluation Surveys

It is the duty of the SEC to organize and conduct event evaluations for each SEC event. This includes, but is not limited to, creating graphs and reports which track event trends, student interest, and event cost per attended student.

§ 504 Event Crisis Management

§ 504.1 Authority

In the event of a crisis or circumstances that pose a threat to the safety and well-being of the Skidmore College community, the Associate Director of Leadership Activities is granted the

authority to take immediate action to mitigate risks. This authority includes but is not limited to the discretion to delay planned events, cancel planned events, and prevent the authorization of funds for activities or events deemed unsafe by the College.

§ 504.2 Criteria for Intervention

The Associate Director of Leadership Activities will exercise their authority under § 504.1 when any of the following criteria are met:

A. There is a credible and imminent threat to the safety of individuals participating in or attending an SEC event.
B. The event poses a significant risk to public health, security, or welfare.
C. The event violates College policy.

§ 504.3 Decision-Making Process

§ 508.3.1 Consultation

Before making a decision to cancel an event or withhold funds, the Associate Director of Leadership Activities will consult with relevant campus authorities and partners, including but not limited to Campus Safety, Student Affairs, the SGA President, and other appropriate campus leaders.

§ 504.3.2 Notification

Upon deciding to cancel an event or withhold funds, the Associate Director of Leadership Activities will promptly notify the SEC Chair and other relevant SEC Officers. Notification will include a clear explanation of the decision and any steps that can be taken to address safety concerns.

§ 505 Student Events Council Rules of Procedure

The Student Events Council rules and procedures ("Student Events Council Rules") shall be maintained and distributed to the SEC by the SGA Clerk. Amendments require a two-thirds majority approval of the Senate, subject to the veto process of § 201.2.

Skidmore College Student Government Association Bylaws

Article VI: Elections and Appointments Policies and Procedures

Adopted by the Senate: March 25, 2015
Last Amended: October 8, 2024

§ 600 SGA Elections

All students participating in SGA elections must abide by the SGA Elections and Appointments Policies and Procedures. All students involved in SGA elections must conduct themselves in accordance with the Skidmore College Honor Code.

§ 601 Elections Oversight

§ 601.1 The Office of Leadership Activities shall oversee all elections, in collaboration with the Engagement and Outreach Committee for purposes of advertisement. The Director of Leadership Activities shall:

A. Authorize the commencement of the election cycles according to the timeline specified by the Senate.
B. Send out all-class email communication relating to election cycles.
C. Create and monitor the SGA elections ballots for all election cycles.
D. Host information sessions in collaboration with the Engagement and Outreach Committee.
E. Verify eligibility statuses of all SGA election candidates.
F. Solely oversee live election results and deliver final results to the SGA President for certification.
G. Ensure candidates' compliance with the Skidmore College Honor Code and SGA Elections and Appointments Policies and Procedures.

§ 602 Fall Elections Cycle

§ 602.1 The Fall Elections Cycle will hold elections for the following:

A. First-Year Class President
B. First-Year Senators (4)
C. Any position left unfilled in the Spring Elections Cycle

Any position left unfilled from the Fall Elections Cycle will be filled through the Willingness to Serve process, with the exception of the SGA Executive Committee and Class Presidents.

§ 602.2 The Fall Elections Cycle will adhere to the following regulations:

A. The Engagement and Outreach Committee, in consultation with the Director of Leadership Activities shall advertise open positions to the student body during the summer session.
B. The Director of Leadership Activities will begin the Fall Elections Cycle the second week of the fall semester in which classes are held. The schedule must be set and announced by the Senate by week two of the fall semester.
C. Self-nominations will be due by 4:30 p.m. on the first Friday of the election cycle of the fall semester.
D. Eligibility notices will be sent out on the Tuesday following the self-nominations deadline.
E. Online voting will begin that Thursday at 12:01 a.m. and end Friday at 11:59 p.m.
F. Should any holiday or school event prevent this schedule from taking place as written, the Director of Leadership Activities will be responsible for modifying the schedule while retaining, as close as possible, the same amount of time for and in between each stage.

§ 603 Winter Elections Cycle

§ 603.1 The Winter Elections cycle will hold elections for the following positions and amendments:

A. Any position left unfilled from the Fall Elections Cycle and not filled through the Willingness to Serve process. Students who were appointed to positions through the Willingness to Serve process in the fall semester do not need to run in the Winter Elections Cycle and will keep their positions for the remainder of the academic year in which they were appointed.
B. Any Constitutional Amendments approved through the legislative process before the election cycle started.
C. The Winter Elections cycle will not occur if there are no vacancies and no Constitutional Amendments approved through the legislative process before the election cycle's start date.

§ 603.2 The Winter Elections Cycle will adhere to the following regulations:

A. The Engagement and Outreach Committee, in consultation with the Director of Leadership Activities shall advertise open positions to the student body during the winter break session.
B. The Director of Leadership Activities will begin the Winter Elections cycle the second week of the Spring semester in which classes are held. The schedule must be set and announced by the Senate by week two of the spring semester.

C. Self-nominations will be due by 4:30 p.m. on the first Friday of the election cycle of the spring semester.
D. Eligibility notices will be sent out by the Tuesday following the self-nominations deadline.
E. Online voting will begin that Thursday at 12:01 a.m. and end Friday at 11:59 p.m.
F. Should any holiday or school event prevent this schedule from taking place as written, the Director of Leadership Activities will be responsible for modifying the schedule while retaining, as close as possible, the same amount of time for and in between each stage.

§ 604 Spring Elections Cycle

§ 604.1 The Spring Elections Cycle will hold elections for the following positions for terms beginning the following academic year and amendments:

A. Executive Committee
    a. SGA President
    b. Executive Vice President
    c. Vice President for Academic Affairs
    d. Vice President for Financial Affairs
    e. Vice President for Student Life
    f. Vice President for Club Affairs
    g. Vice President for Institutional Diversity
    h. Vice President for Engagement and Outreach
B. Senate
    a. Senior, Junior, and Sophomore Class Presidents
    b. Class Senators
        i. Sophomore Senator (4)
        ii. Junior Senator (4)
        iii. Senior Senator (4)
C. Student Events Council
    a. Student Events Council Chair
    b. Student Events Council Vice Chair
    c. Student Events Council Treasurer
D. Any Constitutional Amendments approved through the legislative process before the election cycle started.

§ 604.2 Willingness to Serve applications will only be accepted until the Spring Election Cycle begins. The beginning of the Spring Election Cycle shall be determined by the mandatory meeting.

§ 604.3 The Spring Elections Cycle will adhere to the following regulations:

A. The Engagement and Outreach Committee, in consultation with the Director of Leadership Activities shall advertise open positions to the student body at reasonable intervals leading up to the election.
B. The Director of Leadership Activities will begin the Spring Elections Cycle the second week following Spring Break. The schedule must be set and announced by the Senate by week two of the Spring semester.
C. Self-nominations will be due by 4:30 p.m. on the first Friday of the election cycle of the Spring semester following Spring Break.
D. Eligibility notices will be sent out by the Monday following the self-nominations deadline.
E. Online voting will begin that Thursday at 12:01 a.m. and end Friday at 11:59 p.m.
F. Should any holiday or school event prevent this schedule from taking place as written, the Director of Leadership Activities will be responsible for modifying the schedule while retaining, as close as possible, the same amount of time for and in between each stage.

§ 605 Special Elections

A. A Special Election will occur in the event of a tie.
B. A Special Election will occur in the event an election is not certified within ten days, in which classes are held, after voting closes.
C. During a Special Election, all vacant positions are run in the election and the Willingness to Serve process is put on hold for all elected positions.
    a. It is the responsibility of the Engagement and Outreach Committee to adequately advertise the special election timeline, open positions, and voting.

§ 606 Voter and Voting Information

§ 606.1 Voter Eligibility and Rights

A. All Students who pay the Student Activity Fee are entitled to participate in the SGA as voters in all elections conducted by the SGA.
B. Only members of a particular class may vote for their respective Class Presidents or Class Senators.
C. All voters have the right to cast a ballot without being coerced into voting for a certain candidate.
D. All voters have the right to report any violation of their voter rights to the Director of Leadership Activities.

§ 606.2 Voting Hours

A. Voting will occur online over a forty-eight hour period starting at 12:01 a.m. on the Thursday following the self-nomination deadline and ending at 11:59 p.m. on Friday.
B. Students may log in to vote via SkidSync using their individual student username and password.

§ 606.3 The "No Confidence" Option

A. For every SGA position, contested or uncontested, there will be a “No Confidence” option that a voter may select.
B. If more than forty percent of tallied votes for a position are deemed “No Confidence”, the election shall be rerun in the following election cycle.
C. The following explanation point must be included on the voting website: Selecting “No Confidence” indicates that you do not think any of the candidates are qualified for a position.

§ 606.4 The “Abstain” Option

A. For every SGA position, contested or uncontested, there will be an “Abstain” option that a voter may select.
B. The following explanation points must be included on the voting website: Selecting “Abstain” indicates that you do not have enough information to cast an educated vote. If you have no preference for a candidate the “Abstain” option should be selected.

§ 606.5 Vote Counting

A. Votes will be tallied automatically by the student voting system, accessible to the Office of Leadership Activities. The “Abstain” vote is not included in the tallying of the results.
B. The candidate who receives the greatest number of votes will win the election.
C. During the Spring Elections Cycle, the Class Senator candidate for each class who receives the greatest number of votes will become that class’ Class President. Candidates not interested in the Class President position may opt-out of being considered for Class President before voting opens.
D. Election results must be certified by the SGA President.
E. The student body will be informed of the elections’ results by email within seventy-two hours of the election’s certification.
F. Full election results will be sent out to the student body by the SGA President. Full results must also be posted on the SGA Website.

§ 607 Candidate Eligibility and Rights

§ 607.1 Basic Requirements

A. According to the Student Body Constitution, all students who pay the Student Activity Fee are entitled to participate in the SGA as voters in all elections conducted by the SGA. All such students who also meet academic and social standing requirements may be candidates for SGA Officer positions. Students must not be studying off-campus to hold an SGA Officer position.
B. All students are eligible to run for any SGA position with the following exceptions:
    a. Only members of their respective classes may run for Class President and Class Senator positions.
    b. Students running for a position on the Executive Committee, with the exception of SGA President, must have at least one semester on their respective committee or at least one semester on Senate.
    c. Only students who have sat in the Senate for one complete semester may run for SGA President.
    d. Only students who have sat on the Student Events Council for at least one semester may run for Student Events Council Chair and Student Events Council Vice Chair.
C. A full semester in the Senate is defined as having been a voting member of the Senate for two-thirds of the Senate sessions in a given semester.
D. A full semester on all other SGA entities is defined as having been a voting member of said entity for two-thirds of that entity's meetings in a given semester.
E. Students are eligible to run for only one SGA Officer position at one time.
F. No student may hold multiple SGA Officer positions within the SGA simultaneously.
G. Each SGA Officer position may only have one office holder, with the exception of the SGA Photographer having up to two office holders. Multiple students may not run for or hold a single SGA Officer position jointly in any scenario.

§ 607.2 Rules for Students Running from Abroad

A student may run for an SGA Officer position while studying off-campus as long as the candidate will be an eligible office holder, as outlined in § 607.1, when fulfilling their term.

§ 608 Candidate Responsibilities

§ 608.1 Filing

All candidates seeking to secure a place on the official ballot shall submit to the Director of Leadership Activities, before the deadline:

A. A self-nomination form
B. A campaign platform

C. A signed statement agreeing to abide by the SGA Elections and Appointments Policies and Procedures and authorizing the Director of Leadership Activities to verify qualifications for eligibility.

§ 608.2 Withdrawal

Candidates may withdraw until voting opens by personally submitting a written statement of withdrawal to the Director of Leadership Activities.

§ 609 Campaigning

§ 609.1 General Expectations

The candidate is responsible for all campaign materials promoting their candidacy, but is not the only individual who may promote or share their own materials. Candidates may refer to other candidates for the same position they are seeking, but must refrain from personal attacks, false statements, or actions of the candidates outside of their explicit campaign materials or previous experience, if any, in the SGA. Any comments should focus on the campaign materials, experience, and SGA record of the candidate in question.

§ 609.2 Expenditures

The Director of Leadership Activities may request to see receipts or a report of campaign expenditures at any time. Failure to produce receipts within twenty-four hours or a granted extension specified by the Director of Leadership Activities may result in disqualification.

A. Each candidate may only spend $25.00 USD on their campaign.
    a. Permissible expenses are limited to the cost of campaign materials, as defined in § 609.4, and campaign websites related to a student's individual campaign. Any expenses not explicitly mentioned above are not permitted.
B. Candidates must keep all receipts for any purchases made.

§ 609.3 Endorsements

Endorsements are defined as public expressions of support or approval for a particular candidate over another in an SGA election by a person or entity. Endorsements are not merely mentions of actions a candidate has taken in the past in their official capacity as an SGA Officer or mentions of support for a candidate's platform or idea.

Candidates may not seek celebrity endorsements. Celebrities are defined as well-known or celebrated persons, which includes traditional celebrities, Skidmore faculty, and staff, and previous Skidmore student public figures such as SGA leaders, Club leaders, and athletes no longer enrolled at Skidmore College.

Candidates may seek and receive endorsements from Clubs, providing they are not a member of that Club's executive board. Candidates may seek and receive endorsements from SGA Officers not running in the current election cycle, but may not seek or receive endorsements from or issue endorsements to candidates running in the election cycle.

In the event that a candidate receives an endorsement from an ineligible source as defined in these Bylaws, the candidate is required to alert the Director of Leadership Activities.

§ 609.4 Campaign Materials

All campaign materials, including but not limited to campaign banners, brochures, posters, and other advertising materials placed on College property must follow the Events Publicity Policy of Skidmore College in addition to the following requirements:

A. No campaign materials are permitted on departmental bulletin boards.
B. No campaign materials are permitted in Case Center beyond the SGA elections bulletin board.
C. No stickers or other campaign materials with adhesive backing shall be permitted to be placed on College property during the campaign.
D. No campaign materials shall be posted in classrooms.
E. No campaign materials shall be posted in residence halls or apartment buildings.
F. Campaign materials shall not promote or be used in conjunction with any controlled substance (i.e. campaigning in or around establishments and/or alcoholic beverages).

§ 609.5 Use of Digital Resources

§ 609.5.1 Use of Professional Resources

Candidates may not use any digital resources or privileges given to them through campus employment positions, internships, SGA Officer positions, or Club positions to promote their own or other candidates' campaigns, as defined below:

A. Official Skidmore College email lists, including but not limited to class email groups, RA/CA resident email groups, and lists accessible to students by virtue of their employment or volunteer position(s).
B. Professional email accounts or shared inboxes connected to their employment or volunteer position(s).

§ 609.5.2 Use of Personal Resources

Candidates may use personal digital resources accessible to all Skidmore College students, as well as any third-party digital resources to promote their own campaigns, as defined below:

A. Personal Skidmore College student email messages.

B. Personal Skidmore College student email groups created with the intention of raising awareness of their campaign, where the students added have voluntarily expressed their desire to join.
C. Third-party social media apps.

§ 609.6 Violation of Guidelines
Failure to abide by these guidelines may result in disqualification.

§ 609.7 Reporting
Candidates or students within the greater student body may report any violation of these Campaign Guidelines to the Director of Leadership Activities.

§ 610 Grievances
§ 610.1 Disqualifications
Any violations of the Elections Policies and Procedures may be considered grounds for disqualification.

§ 610.2 Notice of Disqualification
The Director of Leadership Activities may disqualify a candidate at any point in the Elections cycle, by sending written notice of one or more violation(s) of the Elections Policies and Procedures and attached evidence of said violation(s) to the respective candidate. Alleged violations of the Elections Policies and Procedures without evidence of said violation shall not serve as grounds for disqualification. The burden of proof, defined as proving guilt with clear and convincing evidence, is beared by the Office of Leadership Activities.

§ 610.3 Appeal
Disputes over policy language are subject to judicial review by the Judicial Board as an appellate case, permitting the Judicial Board agrees to accept the case. Judicial Board refusal to hear a case upholds the Director of Leadership Activities' interpretation.

§ 610.4 Disqualification for a Re-Run Election
A disqualified candidate may not re-run for the same position for which they were disqualified if the race in which they participated must be re-run.

§ 610.5 Disqualification Limitation
A candidate may be disqualified from an election only if a notice of violation is filed by the Director of Leadership Activities before an election's certification.

§ 611 Willingness to Serve

§ 611.1 Mission

Willingness to Serve is a process through which individuals interested in the SGA may easily and efficiently apply for open positions.

§ 611.2 Willingness to Serve Oversight

The Director of Leadership Activities oversees the Willingness to Serve process. The Office of Leadership Activities shall:

A. Forward application submissions to the SGA President or relevant committee chair in the case of a committee-based willingness to serve position.
B. Collect and verify the eligibility status for all SGA willingness to serve candidates.

§ 611.3 Procedure

The Willingness to Serve process for open seats that are intended to be filled via an election must be filled by the Senate body during a meeting of the Senate:

A. No elected position left vacant by the Spring Election can be filled by the Willingness to Serve Process until the first Senate immediately following the announcement of the Fall Election results.
B. The SGA President is empowered to fill temporary vacancies, as outlined in § 301.2.1, however, appointments to elected positions left vacant by an election should be made on an interim basis with the understanding that the position will be run in the next election in the regular Spring, Fall, or Winter Election cycle.
C. Specific committees will perform the Willingness to Serve Process for each person interested in joining the committee.
    a. Each member of the specific committee will be eligible to vote on those going through the Willingness to Serve process.
    b. A Willingness to Serve candidate will be admitted to a committee only if they receive the minimum of a two-thirds vote of approval by the members of that committee. The Committee Chair is responsible for notifying the SGA President of the results of the vote within 24 hours.
    c. A Willingness to Serve Candidate must attend one full meeting of the committee that they wish to join prior to the vote.
D. The Director of Leadership Activities is responsible for ensuring that both the relevant committee chair and the Willingness to Serve Candidate are aware of these procedures at the beginning of the process.
E. Executive Committee positions are not eligible for the Willingness to Serve process.
F. Willingness to Serve Candidates for All College Committees shall be approved by Senate.

Skidmore College Student Government Association Bylaws

Article VII: Club Policies and Procedures

Adopted by the Senate: April 21, 2015
Last Amended: May 19, 2025

§ 700 Jurisdiction
All SGA Clubs are bound by the following Club Policies and Procedures. Application for registration shall constitute a Club's agreement to comply with each of the requirements and regulations enumerated in these Bylaws.

§ 701 Club Definition
All Clubs are chartered to benefit the entire Skidmore College student body and to promote and practice special interests.

§ 702 Club Membership
Every Club will honor the right of every student to equal opportunity in accordance with College Policy. Membership and participation in chartered and registered Clubs must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, or sexual orientation. Membership and participation in chartered and registered Clubs must also be open without regard to gender, unless exempt under § 704. Club leadership, in consultation with the Vice President for Club Affairs and the Office of Leadership Activities, may apply limitations on an individual's Club activity in the interest of avoiding an imminent safety hazard to Club members, coaches, spectators, or any other people or animals on a strictly case-by-case basis. Anyone may initiate an appeal to such a limitation to the SGA Judicial Board as an appellate case.

§ 703 Imposing Restrictions on Club Membership

A. Chartered and registered Clubs that have Constitutional provisions empowering the Club to select their members on the basis of commitment to a set of goals (e.g. religious or political) may limit membership and participation in the Club to students who, upon individual inquiry, affirm that they support the Club's goals and agree with its purpose, so long as no student is excluded from membership or participation on the basis of their age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, or, unless exempt under § 704, gender. Anyone may initiate an appeal to such a limit on membership and participation to the SGA Judicial Board as an appellate case.

B. Chartered and registered Clubs that have Constitutional provisions empowering the Club to select their members on the basis of an audition process may limit membership and participation in the Club to students who are selected through an audition process, so long as no student is excluded from membership or participation on the basis of their age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, or, unless exempt under § 704, gender and the Club's audition process in their Constitution used to select members is related to the needs of the Club, and public announcements about auditions or competitions are made to ensure that interested students are informed about the opportunities to be considered for membership in the Club. The information must be outlined clearly in the Club's constitution and must include a timeline of the process. The criteria must be skills based and operate in accordance with Skidmore's non-discrimination policy. Anyone may initiate an appeal to such a limit on membership and participation to the SGA Judicial Board as an appellate case.
    a. All clubs that will be hosting auditions are required to outline the details of their auditions process in their club constitution. The club shall work with the VPCA and Associate Director of Leadership Activities to ensure that their audition process is described properly in Article 4, Section 2: Auditions of the Club Constitution, and that it includes answers to the following questions:
        i. Timing: When will the auditions process occur? Are they hosted both in the fall and spring semester or once per academic year?
        ii. Details of process: What does the auditions process entail? What do potential members need to prepare for the audition? How long will the audition last? How many rounds of auditions are there?
        iii. Selection: Who within the Club will be overseeing the auditions process and making the final decision? What are the margins? How long after the auditions are held will participants be notified of the Club's decision? How will the Club keep its audition process fair and accessible? Is there a limit to how many people the Club will select?

§ 704 Restricting Membership by Gender

Any Club wanting to limit membership on the basis of gender must be affiliated with a national headquarters that restricts membership by gender and is exempt from taxation pursuant to US Code Title 26, Subtitle A, Chapter 1, Subchapter F, Part I, Section 501(a) exemption.

§ 705 Club Constitutions

A. Each Club shall establish a constitution to govern its operation in adherence with the Office of Leadership Activities' Club Constitution Template and shall maintain a copy of its current constitution and/or by-laws online in SkidSync.

B. Constitutions of Clubs shall include a clause stating the Club will not discriminate in its membership policies or otherwise in accordance with § 703, unless specifically provided for in these Bylaws.
C. Clubs must also include their purpose statement, a statement to abide by College policies, officer selection and removal processes, member selection and removal processes, and specific voting margins.
D. Clubs must include under the Removal of Officers or Member Section of the Club Constitution the following statement: "The removal of officer or member process begins by notifying the Office of Leadership Activities and Associate Dean of Student Affairs for Inclusion and Engagement. Both offices will review the information and determine the next steps in the process. The offices may refer the case to the Student Government Association Judicial Board."
E. Clubs must include the SGA required Budget Specification section unless exempt by the Associate Director of Leadership Activities.
F. The Constitution must include the minimum Grade Point Average of an officer to be not less than a 2.0 GPA. The Minimum may not be lowered or raised.
G. The Constitution must include a clause stating that the Club will conduct elections at least once annually on SkidSync and must specify when elections will take place; either in the fall or spring semester, or both. The elections process listed in the Club Constitution must follow all the regulations listed in §716.

§ 706 Club Advisors

The Office of Leadership Activities (OLA) shall adopt a Club Tier Policy to determine whether or not a Club shall require an advisor. The OLA will assign a Club a tier before the Club creates their Constitution and will continuously assess all Clubs' tier standings. The Club Tier Policy shall be maintained and amended independently by the OLA, but with input from the VPCA. Each Club is permitted, but not required, to register up to two Affiliate Advisors who are not current members of the Skidmore College faculty or staff. Applications for Affiliate Advisors must be submitted to the Office of Leadership Activities and are subject to approval of the College.

§ 707 Club Officers

Each Club will have at least four officers who are currently enrolled students at Skidmore College. Club officers shall include a President or Co-Presidents, Vice President, Secretary, and Treasurer or equivalent office. The Club shall provide all Officers' College emails to the Office of Leadership Activities by updating their Club's roster on Skidsync. Club Officers must be physically present and residing on or near the Skidmore College campus during their term of office. Officers may not retain or assume office while participating in a study-abroad program, domestic exchange program, or other extended off-campus experience that removes them from

regular on-campus engagement. Officers planning to study abroad or partake in an exchange program whether locally or internationally during their elected term must resign prior to departure, allowing the club to fill the vacancy in accordance with its constitution and SGA election procedures. Students who are approved for study abroad or off-campus programs during the next academic semester are ineligible to run in elections for officer positions if their term of office would overlap with their time away. However, students studying abroad are eligible to run for an officer position if their term of office would take place when they are back on campus.

§ 708 Mandatory Training

All Clubs' president(s) or equivalent position are required to complete the annual required training to become or maintain recognized Club status. The required training will include information about Office of Leadership Activities resources, an overview of SkidSync, policies and reminders, and Title IX information.

All Clubs' treasurers are required to complete the annual required mandatory training for all Club treasurers as defined in § 809.

§ 709 Academic Eligibility

The Office of Leadership Activities will notify Club presidents and advisors of all names of all individuals within the Club who have been declared inactive members or are on probation based on their academic performance. All Club executive board officers are required to maintain a 2.0 cumulative GPA. Students' grade point averages are not disclosed due to the Family Rights and Privacy Act (FERPA). Reports are sent at the conclusion of the fall and spring semesters. Inactive students are also notified of their status individually and may appeal their status to the Office of Leadership Activities.

§ 710 Club Chartering Process

Prospective Clubs must adhere to the following process to become SGA chartered and registered Clubs at Skidmore College.

§ 710.1 Club Creation Form Submission

Prospective Clubs are required to submit the Club Creation Form to the Office of Leadership Activities and the Vice President for Club Affairs to start the Club Chartering Process. The Club Creation Form will only be open for submissions during the fall semester. The submission form will be opened on SkidSync one week after the SGA Fall Club Fair and close after three weeks. After this time, the form will close for the remainder of the academic year to allow the Office of Leadership Activities and the Vice President for Club Affairs sufficient time to support new chartered Clubs through the process.

§ 710.2 Club Eligibility Requirements

Prospective Clubs are required to meet the following Club eligibility requirements to complete the Club Chartering Process:

A. Have a unique Club mission that is not similar to an already existing SGA Club on campus.
B. Establish a full Executive Board as defined in § 707.
C. Have a sustained Club membership of at least 10 members, as defined by § 702.

After review and approval by the Office of Leadership Activities and the Vice President for Club Affairs, and in consultation with other offices or departments as necessary, the Executive Committee may, by resolution, enter the Club into a 6-week trial period. During which time, the Club will need to meet the following criteria to ensure their longevity and success:

D. In addition to writing a Club Constitution, new Clubs will be required to create a written plan to ensure their longevity. The plan will include information about what events they will hold this year, and how they will recruit new members.
E. A timeline for their trial period to ensure the Club continues on in the future.
F. Host three Standard General Meetings independently or in collaboration with other SGA Clubs.
G. Create a Club Budget and have the Budget approved by the Budget and Finance Committee.

§ 710.3 Approval of the Vice President for Club Affairs

Clubs are required to have the written approval of the Vice President for Club Affairs before progressing to the Senate for a chartering vote.

A. The Vice President for Club Affairs and the Office of Leadership Activities shall approve all prospective Clubs to progress to the Senate for a chartering vote in all scenarios in which the eligibility criteria are met. Once a prospective Club is approved to proceed, the Vice President for Club Affairs shall notify the SGA President.
B. The Vice President for Club Affairs may only temporarily deny progression to a hearing at Senate if the eligibility requirements are not met, but may do so permanently in the event a prospective Club is in violation of § 710.2.A. Failure to meet the eligibility requirements after 8 weeks enables the VPCA to sign off on the dismissal of the Club Creation Form submission.
C. Dismissal of a Club Creation Form submission makes the prospective Club ineligible for re-submission to the Club Creation Form for the remainder of the semester in which it was dismissed.

§ 710.4 Senate Chartering Vote

To become a chartered Club, prospective Clubs' constitutions, in a resolution sponsored by the Vice President for Club Affairs, must be approved by the Senate by a two-thirds majority, subject to the veto process of § 201.2.

A. The Senate may only deny chartering a prospective Club if the Club's existence violates the Student Body Constitution, the Club Policies and Procedures, or College policy.
B. Failure to charter at Senate dismisses the Club Creation Form submission and makes the Club ineligible for re-submission to the Club Creation Form for the remainder of the academic year in which it was denied.

§ 710.5 Authority to Close the Club Creation Form

The Associate Dean of Student Affairs for Inclusion and Engagement has the authority to close the Club Creation Form for the current academic year, with the approval of the Executive Committee, in the event that the number of Clubs on campus exceeds ninety and their management is fiscally unsustainable and overburdensome for the Campus Life & Engagement Office staff, the SGA, and other campus partners. Once the total number of chartered clubs reaches 100, the Club Creation Form will automatically close until the number drops below 100. If there are less than 100 total Clubs, but the total number of new applicants would cause the total number of Clubs to exceed 100, the Senate may only approve the number of Clubs that would cause the total number of Clubs to be less than or equal to 100.

§ 711 Constitution Amendment Process

§ 711.1 Procedure

The process to amend a Club Constitution is as follows:

A. The Club must first follow the Constitution amendment procedures as stated in its Constitution.
B. A Club representative must contact the VPCA in order to discuss Constitutional amendments.
C. If the VPCA approves of the Constitutional amendments, and the amendments fall under the VPCA's power outlined below, the amendments are made immediately.
D. If any of the changes do not fall under the VPCA's power, and these changes are approved by the VPCA, then the VPCA will bring the amended Constitution to the next possible Senate for approval.
E. Whether or not the amendments fall under the VPCA's powers, the VPCA may require the Club to go through a trial period before signing off on the amendment or bringing the amendment proposal to the Senate.
F. The VPCA shall notify the Senate and the Office of Leadership Activities when amendments are implemented by their office.

§ 711.2 Vice President for Club Affairs Amendment Powers

A. The VPCA has the option to implement these categorical amendments in a Club's Constitution without deferring to the Senate body, as long as the amendment does not require a Constitutional change. Changes to the following sections of a Club's Constitution can be made without Senate approval if they do not significantly alter the function of the club:
    a. Club's name
    b. Club's membership and eligibility for membership
    c. The name and number of Club officers and their respective duties
    d. The faculty advisor, and the advisor's role
    e. Club election and eligibility policies
    f. Club meetings policies
    g. The process for Constitution amendments
B. If amendments fall under those categories, but would significantly alter the function of the Club, then the VPCA may not make the changes and must defer to the Senate body.
C. The VPCA must sign off on these changes and send a copy of the amended Constitution and their signature to the Senate for review.
D. If the VPCA refuses to sign off on an amendment, Clubs will go to the Senate for consideration.
E. For changes that do not require Senate approval, the VPCA will sign off on the updated Constitution and ensure that the new constitution is uploaded to the club's SkidSync page.

§ 712 Annual Registration Requirement

All Clubs, new and returning, are required to register with the Office of Leadership Activities after having gone through the chartering process.

A. The registration period begins on the last Monday of April, and concludes on the Monday prior to the start of classes of the fall semester at 11:59 p.m. Any Club not completing a registration form each year will lose its registration status. Registration will be completed online through SkidSync. The Associate Director of Leadership Activities will inform all existing Clubs of this deadline via email to the Club's primary contact on SkidSync.
B. The re-registration form will consist of questions regarding the Club's new leadership and contact information for the next academic year and opportunity for Clubs to highlight their accomplishments and events from the year, as well as a tentative plan for the next year. The registration process will also require Clubs to submit an inventory of all the items in their possession and turn over their social media logins to the Office of Leadership Activities to pass along to the new club leadership.

§ 713 Club Rights Conferred through Registration

All chartered and registered Clubs hold rights unique to SGA chartered and registered Clubs.

§ 713.1 Use of College Name

Clubs may use the name Skidmore College in conjunction with the official name of the Club; provided, however, that such use of those names shall not constitute a grant of authority to the Club or to any of its members by virtue of their membership to have, or to represent themselves as having authority to act as an agent for, to speak on behalf of, or to obligate, bind or to otherwise commit Skidmore College or the SGA, contractually or in any other manner whatsoever including invoking the College's tax exempt status.

§ 713.2 Finances

Chartered and registered Clubs have the right to apply for funds allocated by the SGA in accordance with the SGA Financial Policies and Procedures.

§ 713.3 Additional Rights

Clubs hold the following rights in addition to those outlined above:

A. To appeal to the Judicial Board if the Club deems a decision by SGA or the Office of Leadership Activities that impacts their Club unconstitutional.
B. To be informed of all financial, Club, and SGA policy changes.
C. To book space necessary for meetings, activities, and events.
D. To create a Club specific email address list.
E. To advertise with SGA sponsorship.
F. To obtain Skidmore College web-space.
G. To be heard by the Senate.

§ 714 Club Responsibilities Conferred through Registration

All chartered and registered Clubs hold responsibilities that must be fulfilled in order to maintain their chartered and registered status.

§ 714.1 SkidSync

All Clubs are required to have a SkidSync page. All Club presidents and treasurers must be admins of their SkidSync pages. Each Club must have the following information on their Skidsync page:

A. A list of all executive board members.
B. All events the Club is holding.

§ 714.2 Social Media

All Clubs are permitted to have social media accounts. All social media accounts created for chartered and registered Clubs must have their login information shared privately on their SkidSync page to aid in the transition process.

§ 714.3 Supervising Events

All Clubs are responsible for supervising their events, assuring that facilities are used for the purposes for which they were requested and that event attendees are following the Skidmore Student Handbook and all SGA and College policies.

§ 714.4 Administrative Work

All Clubs are responsible for ensuring the completion of all required form submissions and attendance of required meetings. It is the responsibility of Club leaders to be knowledgeable of SGA policies and requirements. Failure of the SGA or the Office of Leadership Activities to give repeated notice of procedural requirements of Clubs does not excuse failure to submit required paperwork and form submissions, or complete other paperwork and attend required meetings as outlined in the SGA Bylaws.

§ 714.5 Use of Allocated Funds

All Clubs are responsible for ensuring the proper use of their allocated resources in consultation with the SGA Accountant. Clubs must use allocated funding for its intended purpose and adhere to the College Student Handbook and all SGA and College policies in spending SGA funds.

§ 715 Event Regulations

Any events or activities that meet any or all of the following criteria are defined as Club activities:

A. Events or activities paid for by SGA funding
B. Events or activities approved by the Office of Leadership Activities
C. Events or activities that use the Skidmore College name or trademarks in the event or activity name, advertising, or marketing
D. Events or activities which serve as recruitment activities for the Club

§ 715.1 Time Regulations

Club events and activities may not be scheduled during College breaks. Club events and activities may not be scheduled during the finals week of each semester.

§ 715.2 Event Classification and Approval Regulations

The Office of Leadership Activities oversees event submission requests and reserves the right to deny event request submissions. Events classifications are as follows:

§ 715.2.1 Standard General Meetings

A standard meeting is a regular gathering of the SGA Club to discuss routine matters, updates, conduct Club business, and engage in community activities. These events are open to all Club

members and are on campus in a designated meeting space. The Club president or designated leader must submit an Event Request Form to the Office of Leadership Activities at least two weeks before the proposed date. The Office of Leadership Activities must respond within five business days after the form is submitted.

§ 715.2.2 Practices

A practice is a regular gathering of a sports or performance-based Club to discuss routine matters, updates, conduct Club business, and practice their designated activity as a community. These events are open to all Club members and may be on or off campus, subject to approval. The Club president or designated leader must submit an Event Request Form to the Office of Leadership Activities at least two weeks before the proposed date. The Office of Leadership Activities must respond within five business days after the form is submitted.

§ 715.2.3 Special Event

A special event is a planned gathering that deviates from the routine meetings and may involve Club bonding, specific activities, guest speakers, or unique programming. These events are open to all Club members but may have restricted access based on the nature of the event. They can be on or off campus, subject to approval. The Club president or designated leader must submit an Event Request Form to the Office of Leadership Activities at least two weeks before the proposed date. The Office of Leadership Activities must respond within five business days after the form is submitted.

§ 715.3 Publicity

Clubs are encouraged to publicize events and activities digitally. Physical postering must be done in accordance with the Skidmore College Event Publicity Policy and the additional following requirements:

A. Clubs may only print twenty physical postering materials for each Club event or activity.

§ 715.4 Third-Party Vendors and Contracts

Club representatives are not permitted to negotiate or sign contracts with students, third-party vendors, corporations, or any other company or party in which a contract may be entered into. All negotiation and signing of contracts must be done by the Office of Leadership Activities.

§ 715.5 Adherence to Laws and Policies

Clubs and its guests must comply with all SGA, College, federal, state, and local laws and policies. The consumption or possession of alcoholic beverages or possession of weapons on College property is strictly prohibited. Failure to adhere to these rules and guidelines may result in disciplinary action in accordance with the Skidmore College Student Handbook.

§ 716 Club Elections Regulations

§ 716.1 General Regulations

A. All recognized Clubs must conduct Executive Board elections at least once annually, with options available in either the fall or spring semester.
B. Elections shall be hosted exclusively on SkidSync. Any elections conducted on alternative platforms shall be deemed invalid and unrecognized by both the SGA and the Office of Leadership Activities.

§ 716.2 Election Timing

A. Elections must remain open for a duration of 48 hours. The designated election period may not be altered or extended.
B. Clubs bear the responsibility of publicizing open positions. Failure to advertise positions, at minimum on SkidSync, shall result in the necessity to re-run the election.
C. Officials from Clubs seeking re-election are ineligible to oversee the election process. In the absence of an eligible officer, it is the responsibility of the Club to transfer election oversight to the Office of Leadership Activities.

§ 716.3 Oversight and Certification

A. The Office of Leadership Activities retains the authority to audit all election results.
B. Club election results are officially certified by the Vice President for Club Affairs and the Associate Director of Leadership Activities.

§ 717 Penalties

§ 717.1 Revocation of Registration

A Club must successfully meet all of the requirements set forth in these Bylaws in order to be officially registered as a Club. Any Club found to be in violation of any of these requirements may lose its registration status. The Judicial Board will make all decisions regarding the revocation of registration and will notify any Club within one week if its registration and those rights conferred through official registration have been revoked. The Office of Student Conduct will make decisions regarding the revocation of registration related to Club conduct.

§ 717.2 Suspension of Registration

Clubs that do not successfully submit registration information by September 15th of each year will no longer be considered registered. These Clubs will then have all rights listed in § 713 suspended, including current funding, until the Club registers. Clubs may reapply for registration at any time throughout the academic year, but must again complete all requirements listed in § 712. Clubs that do not complete the annual re-registration process for a period of 2 years or more will be considered a new Club and must abide by the process for new Club approval.

Any club that does not comply with or complete the following requirements is subject to having their SkidSync page and budget frozen by the Office of Leadership Activities after two attempts at communication and is subject to further penalties determined by the Judicial Board after three documented attempts at communication without response:

A. Mandatory president and treasurer training
B. Mandatory hazing prevention training
C. Submitting event requests by required deadlines as described in § 715.2
D. Following election regulations as described in § 716
E. Responding to emails from the VPCA and the Office of Leadership Activities
F. Attending required Senate meetings or other meetings with the VPCA or OLA

§ 718 Presidents Council

Presidents Council shall convene in order to hold discussions that are germane to Clubs, disseminate important policy information, connect Club Presidents with one another in order to facilitate collaboration, and act as a forum for Club Presidents to communicate with the VPCA. Presidents Council consists of the following: Vice President for Club Affairs as the Chair, Vice President for Financial Affairs as Vice Chair, and all presidents of SGA chartered and registered Clubs.

§ 718.1 Presidents Council Rules of Procedure

The Presidents Council rules and procedures ("Presidents Council Rules") shall be maintained and distributed to the Presidents Council by the SGA Clerk. Amendments require a two-thirds majority approval of the Senate, subject to the veto process of § 201.2.

§ 719 SGA Club Fair

There will be an SGA Club Fair held at the beginning of each fall semester. The Fair must take place within the first two weeks of the fall semester. It is the duty of the Office of Leadership Activities and the Vice President for Club Affairs to organize and execute the Fair. Only Clubs chartered by the Senate and registered with the Office of Leadership Activities, SGA Committees, and other SGA-affiliated groups are invited to participate in the Club Fair, though other entities may join at the discretion of the Vice President for Club Affairs.

§ 720 SGA Club Awards

The SGA recognizes Clubs at the annual SGA Leadership Banquet with the following awards:

A. SGA Club of the Year Award

The SGA Club of the Year Award shall be awarded to a Club that embodies all of the characteristics of the Innovative Events of the Year Award and Creative Thought Award, while also bringing positive recognition to Skidmore College through outreach to and support of the greater Skidmore community. This Club has worked to abide by their mission statement as outlined in their constitution.

B. Innovative Events of the Year Award
   The Innovative Events of the Year Award shall be awarded to a Club that demonstrates a unique and creative approach to addressing a particular challenge or need through an event that makes a tangible and positive impact on the college community. A Club may have accomplished this by building on past events held by the Club or introducing new ones.
C. Creative Thought Award
   The Creative Thought Award shall be awarded to a Club that explores edges, breaks boundaries, and finds inspiration at the intersections of academic, scientific, and artistic modes of discovery.

Award nomination applications are accepted each academic year on SkidSync, with the community nomination period opening February 1st and ending on March 1st. The VPCA shall submit community nominations to the Office of Leadership Activities for review no later than 5 days in which classes are held after the nomination period closes. The Office of Leadership Activities shall convene a special awards committee with student, faculty, and staff representation or make use of an existing College awards committee to select the award winners. The Committee will review the nominations and interview clubs with a predetermined set of questions about their accomplishments this year to determine which club best meets the award requirements.

§ 721 Severability

Any provision of Club charters or constitutions that conflicts with or violates the provisions of these Bylaws shall be deemed void. However, the nullification of any specific provision under these Bylaws does not affect the validity or enforceability of the remaining provisions of the Club charters or constitutions, which shall remain in full force and effect.

§ 722 Amendments

Presidents Council must be consulted before proposed amendments to Article VII: Club Policies and Procedures are voted on by the Senate.

Skidmore College Student Government Association Bylaws

Article VIII: Financial Policies and Procedures

Adopted by the Senate: April 21, 2015
Last Amended: May 19, 2025

§ 800 Overview of SGA Finance Structure and Goals

The SGA manages the SGA Annual Operating Budget, acquired through the Student Activity Fee (SAF), which is disbursed annually by the Senate, based on recommendations from the Budget and Finance Committee, to various committees, and student groups. These funds, made up of the Student Activity Fees collected from every member of the student body, are used to provide students with resources and activities that create a higher quality of life outside the classroom.

The purpose of this document is to define the financial policies and procedures of SGA. The Budget and Finance Committee, on behalf of the Senate, work cooperatively with the Office of Leadership Activities (OLA) to maintain the SGA financial accounts, oversee all SGA and Student Activity Fee financial transactions, ensure that the SGA financial policies and procedures are followed, and review all amendments to the policies and procedures put forth in this document.

Additionally, the duties of the financial branch include, but are not limited to: ensuring the continued financial success of the SGA, providing assistance to those in need of financial policy and procedural explanation, ensuring the financial policies and procedures are revised when necessary, and representing the financial interest of the SGA and the Skidmore community in all matters.

§ 801 Scope

The SGA Financial Policies and Procedures shall apply to any entity receiving SGA funding, including, but not limited to: Clubs, Organizations, SGA Committees, the Senate, and other SGA entities.

§ 802 SGA Vice President for Financial Affairs

The SGA Vice President for Financial Affairs (VPFA) is the primary student representative and spokesperson in all matters pertaining to SGA Financial Policies and Procedures. The VPFA chairs the Budget and Finance Committee.

§ 803 SGA Budget and Finance Committee:
The SGA Budget and Finance Committee (B&F) is the chief management body of all SGA finances and funds. B&F is a standing committee of SGA, charged with allocating funds to each Club as well as financial policy review, and bringing their recommendations to the Senate.

§ 804 SGA Accountant
The SGA Accountant is a member of the Office of Leadership Activities. They are the primary advisor to the SGA VP for Financial Affairs and the Budget and Finance Committee. The SGA Accountant shall attend all B&F meetings, unless their absence is excused. They advise all Clubs regarding allocations, budgeting, spending, policy, and training.

§ 805 Office of Leadership Activities
The Office of Leadership Activities supports the efforts and activities of individual students, the SGA and its diverse registered student Clubs and the entire campus community in realizing a vibrant co-curricular and socially just student life.

§ 806 Club
A Club is defined as any Club chartered by and registered with the SGA or an organization or committee within the SGA that is allocated SAF funding.

§ 807 Club Treasurers
Club Treasurers are the financial managers of their Club and act as a liaison between the Club, SGA, and OLA. Only one member of the Club will have this authority. Every Club must have a treasurer in order to be active. Their duties will include:

A. Maintaining the Club's finances in SkidSync which provides a transaction history and a current balance.
B. Responsible for communicating to the Club's members the financial policies and procedures, as well as budget details, remaining budget balances, etc.
C. Handling funding requests for the Club (purchase requests, budget requests, supplemental funding, etc.) and making deposits in a timely manner. Deposits are brought to the SGA Accountant in Leadership Activities.
D. Responding to any and all financial questions from the SGA VPFA, B&F Committee, SGA Accountant, and OLA in a respectful and timely manner.
E. Attending mandatory SGA finance meetings, workshops, and/or training.

§ 808 Treasurer Reimbursement
In the event that a Club's treasurer shall be reimbursed for pre-approved purchases, the Club president must submit the reimbursement request on the treasurer's behalf. Club treasurers are not permitted to submit reimbursement requests on their own behalf.

§ 809 Treasurer Training

At the beginning of the fall semester, the SGA and the OLA shall host a mandatory training for all Club treasurers. If a Club's representative is not in attendance, the Club's budget will be frozen until they have a discussion with the SGA Accountant or the Vice President for Financial Affairs.

Before the spring budgeting process, the SGA and the OLA shall host a mandatory budgeting workshop. If a Club's representative is not in attendance, the Club's budget request will not be reviewed until they have a discussion with the SGA Accountant or the Vice President for Financial Affairs. If the budget request is not able to be reviewed until the fall semester, the Club will be subject to section §825.A.a.

The SGA and the OLA may host additional trainings, as needed, throughout the academic year. These training sessions may be optional or required. The SGA and OLA shall communicate all training information to all Club treasurers in a timely manner.

§ 810 The Student Activity Fee

The majority of the funds that make up the SGA's annual operating budget are collected through the Student Activity Fee (SAF). The SAF is charged each semester to all matriculated students, both full and part-time, and non-matriculated students enrolled in 12 or more credits a semester. The amount of the SAF is voted upon annually by the Skidmore College Board of Trustees and is billed and collected through tuition payments by the Bursar's Office. The Bursar's Office distributes the SAF funds to the SGA at the beginning of the fall semester. The SGA then distributes the SAF funds to Clubs based on the budgeting process from the previous academic year.

§ 811 Management of SAF Funds

SAF funds are managed collaboratively by SGA and the Office of Leadership Activities (OLA). SGA is primarily responsible for regulating, distributing, and setting policy for the management and use of SAF funds, and the OLA, via the SGA Accountant, who is primarily responsible for the financial record keeping, transaction processing, reporting, financial disclosure, policy enforcement, and internal control of SAF funds.

§ 812 Asset Disclosure Policy

All assets, both tangible and intangible, purchased by the SGA, or any Club, with SAF funds are considered SGA assets on permanent loan to that Club and therefore must be disclosed during the annual budgeting process. Failure to do so will result in disciplinary action.

§ 813 Use of Student Activity Fee Funds

SAF funds are used by the SGA, Clubs, and other student-led groups, identified by the SGA, to create and sustain a vibrant, active, and inclusive social environment for Skidmore students by supporting individual initiatives, community events, and collaborations.

A. SAF funds should be used to benefit the largest portion of the Skidmore College student body as possible.
B. SAF funds may not be used for the personal benefit of students or other members of the Skidmore Community.
    a. Funds from the Student Activity Financial Aid Fund (SAFA) may be used to purchase necessary personal expenses for SAFA recipients to participate in SGA Club activities, as determined by the SGA Accountant.
C. SGA serves only to subsidize the costs of student Clubs and not to cover all expenses.
D. The expenditure of all funds must follow the guidelines set forth by the SGA Constitution, the SGA Financial Policies and Procedures, and ultimately, the Skidmore College Financial Policies. Due to the administration's liability for the financial decisions of the SGA, the financial branch will work in cooperation with the administration to ensure the consideration of all interests whenever possible.

§ 814 Guidelines for Budgeting

The Senate is responsible for the final allocation funding approvals to Clubs, with recommendations from the Budget and Finance Committee. These funds are acquired through the Student Activity Fee. When deliberating annual budget allocation decisions, the Budget and Finance Committee shall consider the following:

A. The number of students involved in, benefited, or served by the Club's activities and the quality of the service provided.
B. The degree of necessity to fund the Club in order to achieve the desired effectiveness in its activities.
C. The contributions made by the Club's activities to an environment of greater student involvement in the Skidmore community.
D. The Club's record of supporting goals of both the SGA and Skidmore College.
E. The Club's record of performance and financial responsibility.
F. The impact as it relates to funding other Clubs, and their comparative benefits.
G. When applicable, the Club's ability to raise revenue in order to lessen their need for SGA funds.
H. The budget allocation for the Club in the previous year, and the degree to which it was utilized.
I. The accuracy of the budget submitted for the previous fiscal year and current fiscal year.
J. Any violations to these financial policies from the previous year.
K. If the request is applicable to the Club's mission.

L. The Club's responsiveness to requests made by the Office of Leadership Activities during the previous academic year.

§ 815 Unsustainable Initiatives

Certain requests may be for unsustainable initiatives. The B&F Committee, with oversight from the VPFA and SGA Accountant, has the ability and responsibility to deny funding or to allocate less than the maximum allowed by policy for those initiatives.

A. An unsustainable initiative is one that requires an excessive cost or an undue administrative burden on either the SGA or the Office of Leadership Activities. An excessive cost would create an irresponsible drain on SGA resources or a particular budget, even if it is allowed by policy. An undue administrative burden requires an inordinate amount of administrative attention on the part of SGA officers of the Office of Leadership Activities. This undue administrative burden may derive from incomplete requests, legal barriers, or other internal and external obstacles beyond SGA's ability to overcome.

§ 816 Budget Reallocation

A Club's budget contains all funds allocated to the Club during the Annual Budget Process in the spring. Clubs are required to use their allocated funds only for the items requested in their current fiscal year budget.

A. Any purchase(s) that are made and were not approved in the budget runs the risk of non-reimbursement.
B. Clubs may redistribute fewer than $500.00 per semester between budget lines within the approved budget with the sole authorization of the SGA VP for Financial Affairs or the SGA Accountant.
C. A Club wishing to reallocate between $500.00 and $999.99 must receive authorization solely from the SGA Budget and Finance Committee, unless both the SGA VP for Financial Affairs and the SGA Accountant agree that the reallocation request should be approved and that it is unnecessary for the Committee to review it.
D. A Club wishing to reallocate more than $1,000.00 per semester must receive authorization from the B&F Committee and the Senate.
E. Clubs may appeal the decision of the VP for Financial Affairs or B&F Committee, in accordance with section § 826.
F. Any new initiatives will be required to go through the Supplemental Funding Process in accordance with section § 824.

§ 817 Spring Budgeting Process

A. The Senate approves every Club's annual budget during the preceding spring semester.
B. The SGA Annual Operating Budget is derived through a method of shared responsibility between the Senate and the B&F Committee, with review and input from the OLA and the Office of Financial Services. B&F operates independently of the Senate, and in

consultation with the Director of Leadership Activities and the SGA Accountant, compiles and balances the budget before making recommendations to the Senate.

C. In the Spring semester, Clubs apply for their budgets. The VPFA may require that a Club present their budget to the B&F Committee. However, most Clubs are not present when their budget submission is reviewed by the B&F Committee. Budget submissions will be accepted in accordance with the schedule set forth by the VPFA.
D. The B&F Committee reviews all submitted budget requests, consults with the aforementioned parties, and creates a proposed budget that is presented to the Senate for final approval.
E. Any Club has the right to appeal directly to the Senate before the vote, as described in section §826, if they are unsatisfied with their budget allocation.
F. The Senate passes the entire budget and has the authority to make changes to the B&F committee's recommendations.
G. Any Club affiliated with a national or regional Club must declare that affiliation during the budgeting process and submit copies of the larger Club's constitution for review by the VPFA and the OLA. In cases of conflict of policy between national Clubs and Skidmore College, College policy shall prevail.
H. All assets controlled by the Club (i.e. inventory, endowments, donations, and other capital) must be disclosed during the budgeting process. Failure to do so will result in disciplinary action up to and including loss of the budget for the year.
I. All B&F Committee meetings during the spring budgeting process are considered "closed." Any individual who is not a member of the B&F committee must receive expressed permission from the VPFA to be in attendance.
J. Clubs will be notified of their approved budget at the end of the spring semester.

§ 818 Budget Balances and Revenue Funds Rollover Policies

Any balance remaining in a Club's budget is zeroed out and absorbed back into the SGA operating account and used in the following fiscal year's budgeting process.

§ 819 Club Donations/Gifts Acceptance Policies and Procedures

A. Clubs officially chartered and recognized by the SGA may accept donations/gifts from an individual(s) or business, organization, etc.
B. Any donations/gift received from an off-campus benefactor, Club, etc. must be received and processed by the Office of Advancement. Once complete, the Office of Advancement will transfer the funds to the Club through the SGA Accountant. Failure to process external donations through the Office of Advancement by Clubs will result in disciplinary action and may result in a freeze of all financial activities.
C. The Club treasurer will be notified by the SGA Accountant when their Club receives the donation/gift and is posted to said Club's budget.
D. Club leaders are expected to follow-up with the gift donor when applicable. OLA will provide guidance.

E. Donation/gift monies will be rolled over to the following fiscal year's budget.
F. Donation/gift monies may be used more liberally but must follow all financial policies and procedures.
G. Before using any donation/gift funds, a Club must meet with the Office of Leadership Activities to discuss any restrictions.
H. Clubs shall not directly seek donations from donors, alumni, or businesses without the prior approval of the Office of Leadership Activities.

§ 820 Spending Policy and Procedures

§ 820.1 Tax-Exempt Policy

A. Skidmore College is a tax-exempt 501(c)(3) organization and is exempt from paying New York State sales tax. Therefore, SAF funds may not be used to pay or reimburse individuals or Clubs for sales tax.
B. Any Club, or individual, completing a purchase with SAF funds must provide vendors with Skidmore's tax-exempt information, which can be obtained from OLA.
C. Retail membership cards (e.x. BJ's) are available via the OLA for Clubs to use on a temporary, three day basis. Failure to return membership cards within three business days will result in a fine to the Club's budget of $10.00 for every day not returned to OLA.

§ 820.2 Food and Beverage Policy

A. A standard meeting is a regular gathering of the SGA Club to discuss routine matters, updates, conduct Club business, and engage in community activities. These events are open to all Club members and are on campus in a designated meeting space.
B. A practice is a regular gathering of a sports or performance-based Club to discuss routine matters, updates, conduct Club business, and practice their designated activity as a community.
C. A small-scale public event is a gathering that may extend beyond Club members and is designed to engage the broader campus community. These events are open to all, including non-Club members.
D. A large-scale public event is a larger scale gathering that may extend beyond Club members and is designed to engage the broader campus community. These events are open to all, including non-Club members.
E. Clubs may not spend or allocate more than five percent (5%) of their annual budget or $250.00, whichever is less, for food and beverages for standard meetings and/or practices, combined. Clubs with budgets smaller than $1,000.00 are exempt from this policy. The B&F Committee will recommend an appropriate allocation for food and beverages during the budgeting process and may determine that the Club shall receive less than the maximum amount.
F. Clubs may not submit a supplemental funding request for additional funding for food and beverages for standard meetings and/or practices.

G. Clubs which have not allocated funding for food and beverages for standard meetings and/or practices in their budget may apply for supplemental funding for that purpose.
H. Clubs may not spend or allocate more than ten percent (10%) of their annual budget or $500.00, whichever is less, for food and beverages for small-scale and/or large-scale public events, combined. Clubs with budgets smaller than $1,000.00 are exempt from this policy. The B&F Committee will recommend an appropriate allocation for food and beverages during the budgeting process and may determine that the Club shall receive less than the maximum amount.
I. Clubs may submit a supplemental funding request for food and beverages for small-scale and large-scale public events but must remain in compliance with section § 820.2.H.
J. Clubs which believe that food and beverages are essential to their mission may apply for an exemption from the B&F Committee during the spring budgeting process. To request an exemption, the Club must email the Vice President for Financial Affairs and explain the reasoning for the waiver request. Then, the B&F Committee will review the exemption request alongside the budget request. If approved, the Club will be exempt from sections § 820.2.E, § 820.2.F, and § 820.2.H.
    a. A Club must re-apply for this exemption every year.
    b. If the B&F Committee denies the exemption request, the Club may appeal to the Senate in accordance with section § 826.
K. All event catering and refreshment requests must be submitted to dining services if the event will occur on campus during dining services' operating hours.
    a. All requests must be submitted through the Office of Leadership Activities' event submission process.
        i. All purchase requests must be submitted at least three weeks before the event.
    b. Clubs may only purchase food from a third party if dining services denies the request first.

§ 820.3 Alcohol Policy

A. SAF funds may not be used to purchase, or subsidize the purchase of, alcohol for Clubs to sell for profit or giveaway for free at events, both on or off campus.
B. Clubs purchasing alcohol for cultural/religious purposes (i.e. Hillel for Shabbat Dinner) are exempt from this policy, with the approval from OLA.
C. To sell alcohol on campus, Clubs must obtain a permit from OLA and apply for a temporary beer/wine license at least five (5) weeks before an event.

§ 820.4 Gratuity Policy

A. Delivery Gratuities: Clubs may use SAF funds to pay or be reimbursed for gratuities added to food and beverage deliveries, but may not exceed 15% of the subtotal, before taxes.

B. In-Person Dining Gratuities: SAF funds may be used to pay or reimburse for service gratuities at restaurants or other in-person dining establishments, but may not exceed 20% of the food and nonalcoholic beverage subtotal, before taxes.
C. Alcohol Purchase Gratuities: SAF funds may not be used to pay or reimburse for gratuities added to alcohol purchases.

§ 820.5 Event Funding Policies

A. SAF funds may not be used to pay for more than 50% of entertainment or programs (i.e. e-board retreats, group entertainment, etc.) that do not expressly further the purpose of the Club, committee, or other organization, and/or are for personal enjoyment only.
    a. If a student does not have the resources to incur such expenses, they may submit an application to the Student Activity Financial Aid Fund (SAFA) for funding.
B. Closed Events and Activities: SAF funds may not be used for expenses related to a closed event. Likewise, SAF funds may not be used for activities of Clubs that restrict membership, unless they invoke restrictions permitted by sections § 703 and § 704.
C. Closed events are defined as activities or events that are not open to the Skidmore community or that limit attendance to certain individuals or groups. Additionally, if an event or activity is not advertised to the Skidmore community at least two weeks prior, the event is automatically considered a closed event.

§ 820.6 Speaker Policy

A. Speaker Fees: Funding for a speaker's fees, accommodations, meals, and/or transportation will be allocated for in a Club's budget.
B. Speaker Receptions: Clubs may allocate funding in their budget for receptions for speakers. This type of expense should be charged to the Event Production category. Speaker receptions must be on campus, catered by Skidmore College Dining Services, and open to the entire Skidmore community.
C. Speaker Meals: Clubs may use SAF funds to take a speaker off campus for a meal. Up to eight (8) students may accompany a speaker to a meal, and each may spend up to $20.00 on food and nonalcoholic beverages, excluding tax and tip. SAF funds may not be used to purchase or reimburse for the purchase of alcoholic beverages at a speaker's meal.

§ 820.7 Publicity Expense Policy

A. Clubs can print up to 20 poster copies per event, using Print Services.
B. SGA will provide funding for most event print jobs, including large posters from Media Services.
C. Booklets, pamphlets, laminating, etc., will be charged to the Club's budget.

§ 820.8 Membership/Entry Fees Policy

A. SAF funds may only be used to pay for membership/entry fee purchased in the name of an organization, or Club, not an individual student. Any Club member(s) who will benefit

from a membership/entry fee beyond the academic year may be subject to partial payment of the fee.

§ 820.9 Induction Ceremonies Policy

A. SAF funds may not be used to pay or reimburse for induction ceremonies.

§ 820.10 Athletic Gear/ Required Clothing Policy

A. SAF funds may not be used to pay or reimburse for the purchase of individual, or single use, athletic gear that will be used by and/or become personal possessions of a Club's members.
B. SAF funds may be used to pay or reimburse for the purchase of protective gear and required clothing items that can be used annually by a Club (i.e., athletic protective gear, costumes, event staff shirts, etc.).
C. Athletic jerseys/uniforms may be purchased using SAF funds every three (3) years for Club use. Athletic jerseys/uniforms may not be personalized with member names.
D. All athletic jerseys/uniforms must feature the Skidmore color scheme.
E. All non-costume or religious clothing items purchased partially or fully with SAF funds must display the word(s) "Skidmore" or "Skidmore College" in a legible shape or form that complies with the Skidmore College Brand Style Guide, available through the Office of Communications and Marketing.

§ 820.11 Non-Promotional Giveaways/Gifts/Prizes Policy

A. Clubs may allocate funding, during the budgeting process, for non-promotional giveaways, gifts, or prizes, if the items are not used solely as an incentive for attendance to an event.
B. Cash prizes are never allowed.
C. SAF funds may not be used for non-promotional giveaways, gifts, or prizes not intended for a specific event or non-promotional purposes (i.e., senior gifts, end-of-year awards, etc.).
D. No more than $50.00 of SAF funds can be used for the purchase of non-promotional giveaways, gifts, or prizes, at a single event.
    a. The Student Events Council Committee of On/Off Campus Events may spend up to $200.00, Committee of Major Events may spend up to $400.00 and Committee of Traditions may spend up to $200.00 of SAF funds to purchase non-promotional giveaways, gifts, or prizes, at a single event. This all requires chairs to get prior approval from the SEC Treasurer and the Associate Director of Leadership Activities.
E. No more than $20.00 of SAF funds can be used for non-promotional giveaways, gifts, or prizes per individual at a single event.
    a. The Student Events Council may allocate up to $50.00 of SAF funds per individual at a single event.

F. Executive board members of a Club may not receive gifts, prizes, or non-promotional giveaways from that Club.
    a. SEC Officers and active members may not receive gifts, prizes, or non promotional giveaways.
G. Clubs must document the recipient of each monetary prize (e.g., gift card) by completing the gift card recipient form at the time of the request or immediately after.
    a. The Student Events Council shall maintain a log of all non-promotional giveaways, gifts, and prizes distributed at each event, including the total value and number of recipients. This log shall be submitted to the SEC Treasurer within two weeks of the event.
H. SAF funds may be used for advisor gifts and non-contract honorariums, but must be approved by B&F. Advisor gift amount may not exceed $50.00 and non-contract honorarium amount may not exceed $200.00.

§ 820.12 Promotional Giveaway Policy

A. Each individual Club may use up to $300.00 of SAF funds per year for the purchase of promotional giveaways (i.e., t-shirts, wristbands, hats, etc.) used to promote general awareness for the Club.
    a. The Student Events Council may use up to $500.00 of SAF funds per year for the purchase of promotional giveaways (i.e., t-shirts, wristbands, hats, etc.) used to promote general awareness for the Organization.
B. If a Club does not intend to giveaway promotional items to the Skidmore community, meaning promotional materials will become property of individual members, the Club may only receive funding or be reimbursed for 50% of the cost per unit purchase with SAF funds, up to $20.00.
    a. If a student does not have the resources to incur such expenses, they may submit an application to the Student Activity Financial Aid Fund (SAFA) for funding.
    b. If a purchase is to be made by the OLA office, the member portion must be deposited with the SGA Accountant before the purchase is made.
    c. The Committee on Student Life and the New Student Orientation budget are exempt from this policy.
C. All non-costume or religious clothing items purchased partially or fully with SAF funds must display the word(s) “Skidmore” or “Skidmore College” in a legible shape or form that complies with the Skidmore College Brand Style Guide, available through the Office of Communications and Marketing.

§ 820.13 Trip Policies

A. SAF funds may not be used for personal food or beverage purchased on trips.
B. After a trip concludes, if the total expenses for the trip that are paid by or reimbursed with SAF funds are higher than the initial amount budgeted, or approved by B&F, the Club’s budget will be frozen until the financial deficit is remedied.

C. The Club is responsible for making up the difference with collected or donated funds.
D. All member contributions must be deposited with OLA before any accommodations, fees, travel, or other are paid through OLA.
E. If a student does not have the resources to incur such expenses, they may submit an application to the Student Activity Financial Aid Fund (SAFA) for funding.
F. A Club may be reimbursed for $0.35 per mile per vehicle.
    a. To receive travel reimbursement, the Club must have previously budgeted for this expense, received authorization from the B&F Committee, and provided documentation to the SGA Accountant overviewing the distance traveled.
G. The B&F Committee shall recommend Clubs to use as few vehicles as possible.

§ 820.14 Weekend Trip Policies

A. Weekend trips are trips that start after close of business on a Friday and end before 11:59 p.m. on Sunday of the same weekend. These trips usually last one or two days and contain one or two overnights.
B. Transportation, lodging, and associated fees may be paid up to 100% for weekend trips. B&F reserves the right to approve less than 100% of funding if the expense is deemed too expensive.

§ 820.15 Conference Policy

A. Expenses related to conferences located in the Northeastern United States (within 200 miles of Saratoga Springs, NY) and occur over weekends follow the same policies as Weekend Trips (§ 821.14).
B. SAF funds may not be used to pay for more than 75% of the expenses related to conferences that last more than three days and/or are not held over weekends. Student attendees are responsible for paying the remaining 25% difference, and must submit, or provide proof of funds for, their contribution prior to spending the SAF funds.
C. A Club may request funding for one conference per semester.
D. Clubs with members that attend annual conferences, or different conferences each year, must ensure that the same students are not attending every year if other Club members, or members of the Skidmore community, are interested in attending any one conference.
E. SGA and OLA have the authority to ensure Clubs send different students to conferences every year.
F. SGA, OLA, and the Vice President for Club Affairs will work with Clubs to create a fair system of deciding which students attend conferences, if the Club cannot do it on its own or if the Club continually violates policy section § 820.15.D.
G. Conference Grants: Clubs may apply for conference grants through the supplemental process at any time during the year.
    a. Conference grants are meant for SGA chartered and registered Clubs.
    b. Conference grants are not guaranteed.

c. Conference grants are comprised of SAF funds and only matriculated students, both full and part-time, and non-matriculated students enrolled in 12 or more credits a semester may apply.
d. Conference grants will not be approved, and funds may not be allocated retroactively.

§ 820.16 Break Trip Policies

A. Off-campus trips that take place during Thanksgiving, winter, or spring break, as defined by the Skidmore Academic Calendar, are considered break trips.
B. SAF funds may only be used for a break trip if the sole purpose of the trip is to attend an academic event or to perform community service.
C. SAF funds may not be used to pay for more than 50% of the expenses related to break trips. Student attendees are responsible for paying the remaining 50% difference and must submit or provide proof of funds for their contribution prior to spending SAF funds.
D. SAF funding for break trips is granted on a case-by-case basis. Clubs must submit requests for break trip funding no less than 30 days prior to the start of the trip and are advised to submit funding at least 60 days before the trip, to allow time for the approval process.

§ 820.17 Service Trips

A. Service trips are defined as trips with the primary purpose of participating in community service.
B. SAF funds may not be used to pay for more than 75% of the expenses related to service trips. Student attendees are responsible for paying the remaining 25% difference and must submit, or provide proof of, funds for their contribution prior to spending SAF funds.

§ 820.18 Advisor, Coach, and Instructor Wage, Stipend, and Expense Policy

A. SAF funds may be used to pay for an advisor, coach, and instructor compensation, with approval of the B&F Committee and the OLA.
B. Advisors, coaches, and instructors may advise Clubs on financial matters, but may not make financial approvals or conduct financial transactions on behalf of the Club, SGA, or Skidmore College.
C. SAF funds may not be used to pay for personal expenses incurred by faculty, staff, or community advisor's expenses.
    a. Exceptions to this policy may be granted by the B&F Committee and OLA if an advisor's attendance to an event, conference, or trip is required.

§ 820.19 Student Wages & Stipend Policies

A. Clubs may not pay wages or provide stipends to their members with funds allocated from the SAF.
B. Clubs may not pay wages or provide stipends to non-member students with funds allocated from the SAF without a valid executed contract.

C. Clubs may pay non-member students up to $25.00 per hour for any service provided (i.e., graphic design, dj, event production, etc.).
D. Contracts between a Club and a non-member student must outline the services, deliverables, and hours worked that the student will complete for the Club.
E. The VPFA and OLA have the sole discretion to decide whether the monetary and contractual agreement between a Club and non-member is appropriate and have the authority to adjust the contractual terms.

§ 820.20 Summer Spending Policy

A. SGA financial operations end on the last day of classes of the fall and spring semesters. Clubs that wish to use SAF funds during summer break must get approval from the B&F Committee and the OLA.
    a. The Student Events Council is exempt from this policy in the spring semester and can carry out financial operation until Commencement.

§ 821 Credit Card Policy

A. Clubs may not use the SGA Credit Card for vendors who impose an additional fee for credit card use.

§ 822 Revenue Policy

A. Any Club may have revenue to supplement the funding the Club receives from the SAF for events and initiatives. Revenue includes money made from the sale of goods or services, ticket sales, merchandise, member dues, bakes sales, etc.
    a. SGA strongly encourages Clubs not to charge Skidmore students for event admission.
    b. Non-student members of the Skidmore or Saratoga Springs community must be charged for event admission, if the event is over 50% funded by SAF.
B. All revenue generating or fundraising activities, both in-person or online/virtual, must be approved by OLA at least two weeks before any money is collected.
C. Revenue generated or fundraised may only be used to offset the cost of a Club's specific event or initiative.
    a. If a revenue requirement is not already included in a Club's budget for a specific event, then the Club must apply for special permission to generate revenue or fundraise at that event by meeting with the B&F Committee and the OLA.
D. All revenue must be reported through SkidSync or meeting with the SGA Accountant within three (3) days of collection. Failure to report revenue will result in disciplinary action and may result in a freeze of the Club's financial activities.
    a. All outside accounts (i.e. bank accounts) are prohibited.

§ 823 Raising Funds for Donation to Nonprofit Club Policy

A. SAF funds may not be allocated or paid directly to a charity or other nonprofit 501(c)(3) organizations.
B. Clubs, and the SGA, may only raise and donate funds to Clubs registered as and granted 501(c)(3) status with the IRS.
C. If a Club produces an event or undertakes an initiative to raise funds on behalf of a charity or external nonprofit organization, it must reimburse all operational costs incurred to raise those funds before submitting the donation. After all expenses are paid back and reconciled by the OLA, the remaining profit from the event or initiative may be donated.
D. Clubs are permitted to hold 'bucket drives' as part of an event or initiative to raise funds for the charity/nonprofit Club. The fundraising efforts may not be the main purpose, or advertised, as the reason for the event or initiative.
E. Events that raise funds for donation must be promoted/advertised as such and include educational programs about the charity or nonprofit, and the services it provides.
F. Clubs may not raise funds for or donate collected funds to political candidates or political parties.
G. Student organizers of fundraising for donation events may not receive any payment from the charities, or nonprofits, for which they are raising funds.

§ 824 Supplemental Funding

The SGA understands that Clubs are not always able to plan every expense and there are sometimes unforeseen expenses or new initiatives a Club can incur. For those reasons, the SGA reserves money each year in the Program Support Fund.

A. General Process and Procedures: Clubs may request supplemental funding by completing the online application thirty days prior to the event/initiative.
    a. The B&F Committee will communicate and set up a meeting time with the requesting Club or individual.
    b. All supplemental requests under $1,000.00 will be reviewed solely by the B&F Committee. If the Club is not content with the decision of the B&F Committee, they may appeal to the Senate, in accordance with section §826. Clubs/individuals will be notified within a reasonable time after meeting with the B&F Committee.
    c. All requests $1,000.00 and over are required to go to the Senate for approval after meeting with the B&F Committee and will typically take up to two weeks.
B. Supplemental funding is to be spent only for what it is specifically allocated for. Any unspent funds will be returned to the Program Support Fund.
C. Supplemental funding must abide by all SGA Financial Policies and Procedures.
D. Supplemental funding will be transferred to the Club's budget via the SGA Accountant.

§ 825 New Chartered and Registered Club and Existing Club with No Budget

A. A Club chartered and registered at a point in the year that does not allow the Club to participate in the spring budgeting process may obtain an operating budget by applying for supplemental funding.
    a. Clubs chartered and registered during the fall semester may apply for up to $3,000.00 for the full academic year.
    b. Clubs chartered and registered during the spring semester may apply for up to $1,500.00 for that semester.
        i. If the B&F Committee decides that the vast majority of the Club's funds will be used for the spring semester, they may invoke this limitation in the final three weeks of the fall semester.
    c. Clubs may not apply for a budget for the remainder of the academic year after spring break.
    d. Clubs that failed to submit budgets during the previous academic year for the current academic year shall be held to the same limits, unless granted an exception by the Budget and Finance Committee.
        i. Existing Clubs which have received a budget in a previous year(s) may apply for a late budget of up to 80% of the amount of their last approved budget.
        ii. The Club seeking a late budget exception must submit a budget request by the third Friday of the fall semester.
        iii. The Club seeking a late budget exception must demonstrate that the Club experienced an unusual and unexpected challenge in its leadership structure, which prevented the budget request from being submitted on time. Funding for a late budget with an approved exception from the Budget and Finance Committee will be drawn from the SGA Retained Earnings Account, in a process similar to the spring budgeting process.
        iv. Clubs which are granted a late budget exception are permitted to submit supplemental funding requests of any amount after the first day of the spring semester.
        v. Clubs seeking this exception must consult with a member of the Office of Leadership Activities to discuss the Club's leadership before submitting a late budget request.
        vi. The Budget and Finance Committee has the sole discretion to grant this exception and may deny this exception for any reason.
            1. Clubs may appeal the decision of the Budget and Finance Committee to the Senate in accordance with section §826.
        vii. A Club wishing to receive a late budget exception must receive a three-fourths majority vote by the Budget and Finance Committee
    e. A senator may allocate funds from Program Support to an already established initiative with a supplemental funding request. To create a new initiative, a

combined resolution must be passed and a supplemental grant approved by the Senate.

§ 826 Appeals

A. If a Club's request is reduced or denied by the B&F Committee, the Club may appeal to the Senate. To do this, the Club must complete an appeal form on SkidSync at least 12 hours before their request is set to be reviewed by the Senate. If the request does not require Senate review in addition to that of the B&F Committee, then the Club must complete an appeal form on SkidSync within 10 business days of being informed that the B&F Committee has reduced or denied the request. If a Club arrives at the Senate without submitting an appeal form, or if the Club does not submit an appeal form within 10 business days, they waive their right to an appeal.
B. To request an appeal, the Club must demonstrate at least one of the following:
    a. Inadequate or incorrect information was provided to the B&F Committee, which caused the Committee to reduce or deny the request.
    b. The Club has a demonstrated need for the specific funding.
    c. Failing to receive the funding would cause an undue burden on the Club.
C. The Club must appeal each line item individually, explaining which clause of section §826.B applies to that specific line item.
D. To appeal the B&F Committee's interpretation of the SGA Financial Policies and Procedures, the Club must appeal to the SGA Judicial Board.
    a. To appeal the B&F Committee's interpretation to the Judicial Board, the Club shall submit a case to the Judicial Board within 10 business days of being informed that the B&F Committee has reduced or denied the request. If a Club arrives at the Senate without submitting an appeal form, they waive their right to an appeal.
    b. The Judicial Board will decide solely if a request is permitted by the SGA Constitution and the SGA Financial Policies and Procedures. The Judicial Board will not decide whether the Club's request shall be approved.
    c. If the Judicial Board rules that the request is permitted by the SGA Constitution and the SGA Financial Policies and Procedures, the request will be returned to the B&F Committee.
E. A Club may not appeal the B&F Committee's decision to table a vote on their request.

§ 827 Co-Sponsorships

A. A co-sponsored event is defined as a single event that is funded by multiple SGA Clubs.
B. All co-sponsored events must include the name of all co-sponsoring Clubs in their advertising.
C. All co-sponsoring Clubs must participate in the planning of their event.
D. A Club may not request funding for general co-sponsorships, with no clear event or partner Club.

Skidmore College Student Government Association Bylaws

Article IX: SGA Officer Compensation Policies and Procedures

Adopted by the Senate: April 9, 2024
Last Amended: May 19, 2025

§ 900 Compensation

The SGA provides compensation to eligible SGA Officers to promote inclusivity and foster a healthy work environment. Compensation helps in removing financial barriers, enabling diverse participation, and ensuring all students can contribute.

§ 901 Eligibility Criteria

§ 901.1 Position Eligibility

A member of the SGA must hold one of the following positions to qualify for compensation:

A. SGA President
B. Executive Vice President
C. Vice President for Academic Affairs
D. Vice President for Financial Affairs
E. Vice President for Student Life
F. Vice President for Club Affairs
G. Vice President for Institutional Diversity
H. Vice President for Engagement and Outreach
I. SGA Clerk
J. Director of Communications
K. SGA Photographer(s)
L. Class President
M. SGA Senator
N. CSL Subcommittee on Athletics Chair
O. CSL Subcommittee on Sustainability Chair
P. CID Subcommittee on ADA Chair
Q. Chief Judicial Board Officer
R. Judicial Board Officer
S. Student Events Council Chair
T. Student Events Council Vice Chair
U. Student Events Council Treasurer
V. Student Events Council Subcommittee on Major Events Co-Chair for Campus Logistics
W. Student Events Council Subcommittee on Major Events Co-Chair for Vendor Coordination

X. Student Events Council Subcommittee on Campus Events Co-Chair for On-Campus Events
Y. Student Events Council Subcommittee on Campus Events Co-Chair for Off-Campus Events
Z. Student Events Council Subcommittee on Campus Traditions Traditional Events Co-Chair for All-Class Traditions
AA. Student Events Council Subcommittee on Falstaff's Chair

§ 901.2 Knowledgeability Eligibility
All eligible SGA Officers shall be required to be knowledgeable of the SGA governing documents relevant to their position as a condition of compensation. Each position that is compensated must have clear job descriptions that may be used to determine if this requirement has been met.

§ 902 Start Dates
§ 902.1 Regular Start Time
Start dates, at which point members are eligible for compensation, shall be determined as follows:

A. If an eligible SGA Officer must take the oath of office for their position, their start date shall be no sooner than the swearing of that oath. SGA Officers may not be compensated before this date.
B. All other start dates shall be determined at the discretion of the supervisor.

§ 902.2 Mid-Year Appointments
Eligible SGA officers who join during the academic year, after the stipend release date for the semester, shall be entitled to receive the stipend amount that is due to be disbursed after they have officially joined their respective positions. They shall not be entitled to receive any retroactive or back pay for periods of service prior to their appointment.

§ 902.2.1 Stipend Entitlement
The effective date of stipend entitlement for mid-year appointees shall coincide with the official start date of their respective positions, as determined in accordance with § 902.1 of these Bylaws.

§ 902.2.2 Payment Timing
Mid-year appointees shall receive their stipend payments in accordance with the stipend release schedule specified in § 904 of these Bylaws, with the first payment due after their official start.

§ 903 Payment Rates
§ 903.1 Stipend Rates

Each eligible SGA Officer shall be paid through the SGA at annual rates classified in this section. SGA Officers within a single tier may not be allocated different Stipend Rates.

A. Tier 1 at a value not to exceed $1,500.00: SGA President, Executive Vice President, Vice President for Academic Affairs, Vice President for Financial Affairs, Vice President for Student Life, Vice President for Club Affairs, Vice President for Institutional Diversity, Vice President for Engagement and Outreach, Student Events Council Chair
B. Tier 2 at a value not to exceed $700.00: Student Events Council Vice Chair, Student Events Council Treasurer, Student Events Council Subcommittee on Major Events Co-Chair for Campus Logistics, Student Events Council Subcommittee on Major Events Co-Chair for Vendor Coordination, Student Events Council Subcommittee on Campus Events Co-Chair for On-Campus Events, Student Events Council Subcommittee on Campus Events Co-Chair for Off-Campus Events, Student Events Council Subcommittee on Traditional Events Co-Chair or All-Class Traditions, Student Events Council Subcommittee on Falstaff's Chair, Student Events Council Subcommittee on Falstaff's Chair, Senior Class President.
C. Tier 3 at a value not to exceed $500.00: First-Year, Sophomore, and Junior Class Presidents, Senators, CSL Subcommittee on Athletics Chair, CSL Subcommittee on Sustainability Chair, CID Subcommittee on ADA Chair, Chief Judicial Board Officer, Judicial Board Officers

§ 903.2 Hourly Rates

Each eligible SGA Officer shall be paid through the Office of Leadership Activities at annual rates classified as follows:

A. Tier 1 at an hourly rate determined by the Director of Leadership Activities with a cap of $2,600.00: SGA Clerk, Director of Communications
B. Tier 2 at an hourly rate determined by the Director of Leadership Activities with a cap of $1,500.00: SGA Photographer(s)

§ 903.3 Annual Determination of Stipend and Hourly Rates

Stipend Rates, adjustments to Stipend Rates, Hourly Rates, or compensation for additional SGA Officers shall be made only as part of the annual budgeting process.

§ 903.3.1 Exceptions

Exceptions to the annual adjustment process may be considered in extraordinary circumstances, subject to the following conditions:

A. A request for an exception must be made in writing and submitted to the Budget and Finance Committee for review.
B. The request must provide compelling justification for the need for an off-cycle adjustment to annual stipend rates or compensation for additional SGA Officers.

C. The Budget and Finance Committee, in consultation with the SGA Accountant, shall review the request and make a recommendation to the Senate for approval or denial.
D. The Senate shall vote on the request for an exception via a resolution, and a two-thirds majority vote of the SGA members present and voting is required for approval.
E. Any approved exceptions shall be documented in writing and maintained as part of the SGA records.

§ 904 Stipend Schedule

§ 904.1 Payment Schedule

The stipends for eligible SGA Officers shall be released twice a semester, with each release at one fourth of the total stipend amount for the academic year, in accordance with the following schedule:

A. Fall Semester:
    a. The first Monday of October
    b. The first Monday of December
B. Spring Semester:
    a. The first Monday of March
    b. The first Monday of May

§ 904.2 Mode of Payment

Stipends shall be disbursed by check issuance, or other mode at the discretion of the SGA Accountant. The SGA Accountant shall coordinate the stipend disbursement process and ensure timely payments to eligible SGA Officers.

§ 905 Dual Position Officer Regulations

§ 905.1 Dual Position Officers Requirements

No single person shall be compensated for holding multiple positions within the SGA simultaneously.

§ 905.2 Single Office Holder Requirements

Two individuals shall not be compensated through a single position's stipend simultaneously. Each SGA position is intended to have a single office holder, with the exception of the SGA Photographer having up to two office holders, and the stipend associated with that position shall be paid to the individual holding the position.

Skidmore College Student Government Association Bylaws

Article X: General Provisions

Adopted by the Senate: April 14, 2015
Last Amended: October 8, 2024

§ 1000 Quorum

The Senate has a quorum requirement of two-thirds of all voting members in order to conduct business. All other SGA entities have a quorum requirement of one-half of all voting members in order to conduct business.

§ 1001 Record Keeping

A. All resolutions and other items that are passed by the Senate shall be saved in an electronic database (Datastor), in order to maintain a complete record of SGA activity throughout time. This shall be the responsibility of the SGA Clerk.
B. All SGA committees, excluding the Executive Committee, (i.e., Operations, Academic Council, Budget and Finance, Committee on Student Life, Committee on Institutional Diversity, Engagement and Outreach, Student Events Council) are required to record accurate minutes of their meetings, which will be sent to the SGA Clerk, or Executive Vice President in the absence of the prior position, to be made publicly available to the student body.
    a. The Chair will designate a regular meeting scribe for the academic year or a rotation of meeting scribes to record minutes and will ensure the scribe is aware of their duties.
    b. The scribe is expected to have an accurate and polished draft of the minutes sent to the Chair no less than two days before the next committee meeting.
C. Live-streaming and other recordings of any open SGA meeting is permitted only with the prior permission of the Chair. Recording of any closed SGA meeting is only permitted with the express permission of the Chair. Under both circumstances, the Chair is obligated to inform all those present at the committee meeting prior to any recording.
D. The specific voting record of each SGA committee (i.e., the topic, date of the vote, members present at the meeting, and the vote of each member) will be sent to the Executive Committee to be made publicly available to the student body.

§ 1002 Oath of Office

A. All elected and appointed SGA Officers must swear an oath of office upon beginning their term. Only those members who have taken the oath of office may participate in their official duties.

B. The SGA President shall administer the oath of office to all SGA Senators at the first Senate of an academic year, and then to all Senators who join throughout the year at their first Senate meeting as a Senator.
C. The current Chief Judicial Board Officer shall administer the oath of office to all incoming Executive Committee Officers at the SGA Leadership Banquet ceremony at the end of the academic year preceding the beginning of their term. The Chief Judicial Board Officer shall administer the oath to the incoming SGA President separately.
D. The text of the oath is as follows:

   I, ____ affirm that I will faithfully execute the duties of the office I am about to enter, and will, to the best of my ability, represent the student body of Skidmore College. I will uphold the highest standards of the College honor code, abide by all SGA and College regulations, and strive for excellence in all my endeavors.

§ 1003 Resignation

A. SGA Officers intending to resign their office must submit a written letter of resignation to the SGA President. In the event of the SGA President's resignation, they shall submit their resignation letter to the Director of Leadership Activities.
B. Upon receipt of a resignation letter, the designated recipient shall promptly acknowledge receipt and respond with written acceptance of the resignation. The acceptance must include an effective date for the resignation to take effect.
C. Letters of resignation are considered final and may not be revoked once accepted by the designated recipient.
D. Following the acceptance of a resignation, the designated recipient must promptly notify the Executive Committee.

§ 1004 Transparency

A. The Senate is responsible for creating an academic calendar for the SGA at its first meeting of each semester, including at a minimum, a list of all Senate meeting dates, scheduled events, and election dates for the semester. The academic calendar may be amended by the Senate at subsequent meetings.
B. The Executive Committee and each Senate committee will provide weekly updates to the Senate.
C. The Student Events Council will provide an update to the Senate at the beginning of each semester.
D. Each SGA committee and subcommittee, with the exception of the Executive Committee, will be open to the student body.
E. Student Events Council meetings will be open to the student body.

F. Each SGA committee and subcommittee, with the exception of the Executive Committee, will advertise at least one of their meetings, per semester, to the student body.

§ 1005 Constitution and Bylaw Review

§ 1005.1 Frequency of Review

A. The SGA Constitution, Bylaws, and Rules of Procedure shall undergo a comprehensive review by a specially appointed Presidential Task Force on Constitution & Bylaw Review every four years.

§ 1005.2 Task Force Composition

A. The membership of the task force shall be appointed at the discretion of the SGA President, with the SGA President as chair, following consultation with the Executive Committee and the Office of Leadership Activities. The task force shall consist of a combination of students and Skidmore College staff and have a minimum of five members.

§ 1005.3 Procedure

A. In the fall semester of the review, the task force should engage with all SGA constituencies and campus partners to seek feedback on the Constitution and Bylaws.
B. In the spring semester of the review, the task force should finalize its recommendations.
    a. Should the task force identify areas for improvement or modification, they must present recommendations to the Senate for further consideration and potential amendment of the Bylaws. The Senate, in consultation with relevant stakeholders, shall decide on the implementation of any proposed changes.
    b. Should the task force not identify areas for improvement or modification, they must present their reasoning to the Senate.

§ 1005.4 Miscellaneous Constitution and Bylaw Changes

A. While the regular bylaw review process occurs every four years, major changes to the SGA Constitution and Bylaws outside of this predetermined review period are discouraged. Such changes should be approached with careful consideration and must be thoroughly justified to ensure consistency with all SGA governing documents and procedures.

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