Skidmore College

Student Government Association Rules of Procedure



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Article I: System of Rules of Procedure

Approved by the Senate: April 30, 2024
Last Amended: May 10, 2024

§ 100 Jurisdiction

All students who serve as officers or representatives of the Student Government Association (SGA), or any SGA entity, in any capacity, must comply with these Rules of Procedure. For the purposes of consistency with other SGA governing documents, it is clarified that references to "Rules of Procedure" contained herein are synonymous with "Operating Codes" as referred to in the Student Body Constitution and any other SGA governing documents. For all intents and purposes, the terms "Rules of Procedure" and "Operating Codes" may be used interchangeably. Deliberate failure to comply shall be grounds for removal from office.

§ 101 Rules of Procedure Format

Each Rules of Procedure section shall be arranged numerically and by article in the following format:

I. System of Rules of Procedure
II. Senate
III. Committee on Operations
IV. Academic Council
V. Budget and Finance Committee
VI. Committee on Student Life
VII. CSL Subcommittee on Athletics
VIII. CSL Subcommittee on Sustainability
IX. Committee on Institutional Diversity
X. CID Subcommittee on ADA
XI. Engagement and Outreach Committee
XII. Executive Committee
XIII. Judicial Board
XIV. Student Events Council
XV. SEC Subcommittee on Major Events
XVI. SEC Subcommittee on Campus Events
XVII. SEC Subcommittee on Campus Traditions
XVIII. SEC Subcommittee on Falstaff's
XIX. Presidents Council

§ 102 Amendment

Legal authority to amend the SGA Rules of Procedure rests with the Senate, in accordance with the SGA Bylaws.

Skidmore College Student Government Association Rules of Procedure

Article II: Senate

Approved by the Senate: April 30, 2024
Last Amended: April 15, 2025

§ 200 Purpose

As the legislative student body at Skidmore College, the Student Government Association Senate is responsible for conducting business in such a manner that is fair, timely, and orderly. While other governance groups may establish previously published rules for the operation of their respective legislative bodies, it can be said that the best and most effective rules are ones specifically attuned to that particular organization. With that in mind, these rules have been established to serve as a complete and cohesive guideline for the specific operation of the SGA Senate body. Unencumbered by unnecessary and obfuscating rules, it is the intention that by knowing, respecting, and adhering to these established rules set forth we, the representatives of the student body, may fulfill our pledge.

§ 201 Duties of the Chair

A. The role of the Chair is filled by the SGA President.
    a. In the absence of an SGA President, the role of the Chair is filled in descending Constitutional order of members of the Executive Committee.
B. The Chair's duties include:
    a. Responding appropriately to all points.
    b. Moderating all Senate business.
    c. Tracking the Senators who have the floor and ensuring that speaking time limits are followed.
    d. Enforcing all Senate rules.
C. The Chair may create, present, and sponsor agenda items and resolutions like any Senator.
D. The Chair may enact appropriate restrictions on Senators for breach of Senate Rules of Procedure.
E. The Chair may not participate in discussion or debate of items.
    a. However, the Chair may answer questions directly asked of them by whomever is presenting an agenda item or through a Senator’s point of information.
F. The Chair does not vote.

§ 202 Duties of the SGA Clerk

A. The SGA Clerk is charged with taking accurate minutes of each meeting in paragraph form for public access, and may consult the SGA President for assistance as needed.
B. The SGA Clerk is charged with sending the meeting minutes to the SGA President within seventy-two hours of the end of the Senate meeting.
C. In the absence of a SGA Clerk, a member of the Executive Committee will take the Senate meeting minutes.

§ 203 Senate Decorum

A. All Senators, as representatives of the student body, are expected to dedicate their full attention to all matters at hand during the Senate.
    a. Senators are not allowed to work on homework or any other non-Senate related work.
    b. Senators may use laptops only for Senate business. The Chair may require that laptops are closed at any given time.
B. All Senators should maintain a professional level of respect and civility when addressing, questioning, or debating with guests or other members of the Senate.
    a. The Chair should call out Senators who are out of line and being disrespectful.
    b. The Chair may rescind the floor from a Senator who is being disrespectful for the remainder of the conversation or the Senate meeting as seen fit.

§ 204 Creation of the Agenda

The Executive Committee will create and approve the agenda during its weekly meeting prior to the Senate meeting. The Executive Committee, by resolution, may delegate this responsibility to the SGA President.

A. Senators wishing to submit New Business items for the Agenda must do so at least forty-eight hours before the Executive Committee meeting establishing said Agenda. The SGA President will communicate this time to the Senate body at the first Senate of each semester.
B. Senators and non-Senators must submit items to the SGA President, who will then bring the items to the Executive Committee. The Executive Committee or designee must decide whether or not submitted items will be added to the agenda.
C. It is the SGA President's responsibility to release the Agenda and all pertaining documents as soon as reasonably possible.

§ 205 Seating

Seating is determined by the Chair at the beginning of each Senate meeting.

§ 206 Call To Order
At the beginning of the Senate meeting, the Chair must call the meeting to order.

§ 207 Invocation
The Senate Invocation is read by a Senator chosen by the Chair following the Call to Order.

§ 208 Attendance
Attendance is taken by the Chair following the Senate Invocation.

A. Attendance is taken alphabetically by last name.
B. The Chair will mark "Yes" for Senators present, "Yes" for Senators who have established a proxy, or "No" for Senators absent without a proxy.
C. Senators are permitted two absences, for any reason, each semester. Joining a meeting by proxy is equivalent to being present. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives written prior notice at least three hours before the meeting.
D. The Chair must correct the attendance list if a Senator arrives within fifteen minutes of the call to order. The grace period is at the discretion of the Chair; if Senators take advantage of the window, then the Chair may consider late arrivals and early departures as absences, though the Chair must be clear about a shift in policy before they may start counting these late arrivals or early departures as absences.

§ 209 Approval of the Agenda
The Chair will display the Agenda and ask for a motion to approve the Agenda.

A. A Senator must motion to approve the Agenda.
    a. The motion requires a second.
    b. The motion requires a two-thirds majority vote for passage.
B. The Chair can alternatively approve the Agenda with unanimous consent.
    a. The Chair asks for unanimous consent. If there are no objections then the Agenda stands approved.
C. Senators may make amendments to the Agenda prior to approval of the Agenda.
    a. A Senator must motion to amend the Agenda.
    b. The motion requires a second.
    c. The motion requires a two-thirds majority vote for passage.

§ 210 Approval of the Meeting Minutes

The Chair will display the Meeting Minutes and ask for a motion to approve the Meeting Minutes.

A. A Senator must motion to approve the Meeting Minutes.
    a. A Senator must second the motion.
    b. Approval of the Meeting Minutes requires a two-thirds majority vote for passage.
B. The Chair can alternatively approve the Meeting Minutes with unanimous consent.
    a. The Chair asks for unanimous consent. If there are no objections then the Meeting Minutes stand approved.

§ 211 Open Forum

Open Forum occurs after the approval of the Meeting Minutes. Open Forum is a thirty minute time period at the beginning of each Senate for non-Senate guests to present issues before the Senate. Senators are not allowed to converse or address any issues brought forward by guests, unless the guests desire feedback. Each guest is limited to five minutes.

The Chair must close Open Forum when the time allotment runs out or there are no other non-Senate guests who wish to present.

§ 212 Executive Committee Reports

The Executive Committee Reports are given after Open Forum. During the Executive Committee Reports, the members of the Executive Committee will give a brief report summarizing progress of initiatives being undertaken by their offices and any relevant news from their committees and subcommittees in descending constitutional order.

A. Each report should be less than two minutes.
B. The Executive Committee Reports end when all Executive Committee members have finished reporting.

§ 213 Old Business

Old Business begins when the Executive Committee Reports have ended. Old Business is reserved for New Business that was not finished or addressed in the previous Senate meeting. Old Business and New Business are allotted a combined timeframe of one and a half hours, unless extended by the Chair. All items pushed into Old Business are addressed as if they were in New Business.

A. Old Business does not have to appear on the Agenda if there is no previous business.
B. Old Business ends when all items have been addressed or the allotted time expires.

§ 214 New Business

New Business begins as soon as Old Business concludes. If there is no Old Business, then New Business begins as soon as the Executive Committee reports conclude. New Business is reserved for presentations, questioning, deliberation, and interviewing about, and voting on, items like Resolutions, Nominations, SGA Annual Operating Budgets, and Program Support Expenditures.

A. New Business ends when all items have been addressed or the allotted time expires.

§ 215 Senator's Forum

Senator's Forum begins at the conclusion of New Business. Senator's Forum is for targeted discussions on particular topics added to the Agenda that is moderated by the Chair. Senator's Forum is allotted a timeframe of thirty minutes, unless extended by the Chair. Topics for Senator's Forum are not announcements, but are meant to facilitate discussion or poll the Senate body in a way that would not be appropriate for New Business. Some examples of Senator's Forum topics might include discussing solutions for a problem in the Skidmore community, asking for help or input on an initiative, or politely expressing frustration with some group and asking for a corresponding resolution.

A. If a topic seems to be exhausted, the Chair may require that the Senate move on to the next topic.
B. Senator's Forum ends when the allotted time has expired or all topics have been exhausted.

§ 216 Announcements

The Chair and Senators may make announcements after Senator's Forum has concluded. The Chair will ask for Senators with announcements to raise hands.

A. Announcements should notify the Senate, in no more than a few sentences, about an upcoming program or event, including date(s) and location(s).
B. Announcements may also, when appropriate, notify the Senate about individual or group campus accomplishments or activities.

§ 217 Adjournment

When all announcements have been made, the Chair must ask for a motion to adjourn.

A. A Senator must make a motion to adjourn.
    a. A Senator must second the motion.
    b. The motion requires a two-thirds majority vote for passage.
B. The Chair can alternatively adjourn with unanimous consent.
    a. The Chair asks for unanimous consent. If there are no objections then the meetings is adjourned.

§ 218 Points

Points pause Senate in order to clarify or refocus the conversation. Points may be made at any time, but Senators should refrain from making most points when other Senators are speaking. Exceptions include redirecting points, such as the point of order.

A. Points are directed to the Chair, who should take appropriate action, which may include redirecting the point or cutting off another speaker.
B. Points that may be made are as follows:

Point	Purpose	Chair's Reponse
Point of Information	To provide information that is relevant to the conversation in response to an inquiry from the person who holds the floor or the Chair.	To recognize the point and ensure its relevance.
Request for Information	Inquiry as to facts affecting business at hand (i.e., what an acronym stands for or who chairs a committee).	To answer the question if possible or redirect question to appropriate individual(s),
Point of Order	Noting a violation of Senate Rules of Procedure.	To correct the error, if any exists.
Request for Clarification	Requesting that a speaker clarify a point made (i.e., make their idea clearer or redefine a term)	To ask the speaker to clarify their point.

§ 219 Motions

Motions modify or moderate the flow of the Senate. Senators may make motions in accordance with the below procedure:

A. Senators make motions to the Chair.
B. The Chair repeats the motion and asks for a second.
C. A Senator may second the motion.
D. If and when a second is made, the Chair asks for any objections.
E. A Senator may object to the motion.
    a. The Chair must yield the objecting Senator two minutes to explain their objection to the motion.
    b. The objecting Senator may yield this time to other Senators who wish to speak in support of the objection.

c. Once a Senator has explained their objection, the Chair must ask the motioning Senator if they wish to withdraw their motion.
d. If the motioning Senator withdraws, they retain the floor if they have time remaining.
e. If the motioning Senator chooses not to withdraw, they are allowed two minutes to explain why they think the motion should stand.
f. The motioning Senator may yield this time to other Senators who wish to speak in support of the motion.
g. If the motion is not withdrawn, the Chair asks if a Senator would like to pose a different objection to the motion.
h. If a Senator poses another objection, § 219.E.a and § 219.E.b. of the Senate Rules of Procedure are repeated until no more new objections remain.
i. If the motioning Senator still does not withdraw, the Chair puts the motion to a vote.

F. The Chair puts the motion to a vote.
G. The Chair calls for all Senators in favor of the motion to signify by saying "Yes," and all Senators opposed to the motion to signify by saying "No."
H. The motion requires a two-thirds majority vote for passage.
I. If a two-thirds majority is not clear from a call of "Yes" and "No," the Chair must count individual votes by a show of hands.
J. Motions that may be made are as follows:

Motion	Result
Motion to approve the Agenda.	The Agenda is approved.
Motion to approve the Minutes.	The Minutes are approved.
Motion to adjourn	The meeting ends.
Motion to postpone indefinitely	The item is postponed until a later Senate meeting or permanently abandoned, as determined by the item's sponsor(s).
Motion to postpone until [date]	The item is postponed until said date.
Motion to amend	Document is amended.
Motion to allow non-Senators to speak	Speaking privileges are granted to non-Senate members for the duration of the agenda item.
Motion to recess for [time of recess]	Senate takes a recess of the given length.

§ 220 Process for Old and New Business Items

Old and New Business items are introduced in order of their places on the Agenda.

§ 220.1 Voting Items

A. Senate voting items are divided into four categories: Resolutions, Nominations, SGA Annual Operating Budget, and Program Support Expenditures.
    a. Resolutions
        i. Resolutions are defined as any legislation related to any matter of SGA, Club, or College Policy. Such items that call for a resolution to be made by the Senate include but are not limited to the allocation of SGA retained earnings account funds, internal annual operating budget transfers, chartering of a Club, amendment of a Club charter, etc. All other items not explicitly mentioned in § 220.A.b., § 220.A.c., or § 220.A.d. of the Senate Rules of Procedure require a resolution to be approved by a two-thirds majority of the Senate, subject to the veto process of § 201.2 of the SGA Bylaws.

b. Nominations
    i. Nominations are defined as SGA President nominations, SEC Chair nominations, and willingness to serve nominations in accordance with the SGA Bylaws. Nominations do not call for a resolution and are instead directly approved by a two-thirds majority of the Senate.
c. SGA Annual Operating Budget
    i. The SGA Annual Operating Budget is defined as the annual budget for the Skidmore College Student Government Association (SGA) that funds items including but not limited to SGA commitments, Club budgets, and the SEC budget for the academic year succeeding the academic year when it is approved. The SGA Annual Operating Budget does not call for a resolution and is instead directly approved by a two-thirds majority of the Senate.
d. Program Support Expenditures
    i. Program Support expenditures are defined as use of the SGA Annual Operating Budget's Program Support Fund in accordance with the SGA Bylaws. Program Support expenditures do not call for a resolution and are instead directly approved by a two-thirds majority of the Senate.

B. The voting item procedure is the same for all categories and is divided into four parts.
    a. Part One: The party involved delivers a brief presentation on the voting item.
    b. Part Two: The Senate body engages in a question and answer period for the individual(s) presenting the voting item.
        i. Senators are allowed to ask questions.
            1. Senators who wish to ask questions raise their hands.
                a. The Chair will keep a list of questioning Senators.
                b. The Chair will refer to the list to call upon Senators.
                c. Once called upon, a Senator has three minutes of speaking time.
        ii. Time is only counted when the Senator with the floor is speaking.
        iii. The Senator with the floor must stay on topic.
        iv. The Chair may alert the Senator with the floor if they feel that the conversation is no longer germane.
        v. The presenting party has unlimited time to respond to the Senator with the floor.
        vi. The Senator with the floor may yield their remaining time to another Senator.
        vii. The Chair will cut off the Senator holding the floor if they have exceeded their time.

viii. If a Senator has already spoken once, they may raise their hand to rejoin the list.
ix. If someone who has not yet spoken raises their hand, they are placed on the list ahead of anyone who is on the list for the second time, and if someone has spoken twice, they are placed on the list ahead of anyone who is on the list for the third time, etc.
x. If the Chair caps the list, the Chair will not accept any new hands raised.

c. Part Three: The Senate body engages in a discussion period on the voting item.
    i. Senators are allowed to share their support for, opposition to, or neutrality on the particular voting item.
        1. Senators who wish to engage in discussion raise their hands.
            a. The Chair will keep a list of discussing Senators.
            b. The Chair will refer to the list to call upon Senators.
            c. Once called upon, a Senator has three minutes of speaking time.
        2. Discussion is not a period for engaging in discussion with other Senators. It is solely to share a statement on the voting item.
        3. Senators must direct all their discussion to the Chair.
    ii. Time is only counted when the Senator with the floor is speaking.
    iii. The Senator with the floor must stay on topic.
    iv. The Chair may alert the Senator with the floor if they feel that the statement is no longer germane.
    v. The Senator with the floor may yield their remaining time to another Senator.
    vi. The Chair will cut off the Senator holding the floor if they have exceeded their time.
d. Part Four: The Senate body votes on the item at hand in accordance with § 224 of the Senate Rules of Procedure.

§ 220.2 Presentations

A. For a presentation, a representative group comes before the Senate body.
    a. The representative group delivers its presentation.
    b. If agreed upon prior to Senate session, representatives may take questions during or after their presentations.
    c. These questions operate in the same list form as voting items.
B. A time limit for the presentation should be included alongside the presentation item on the Agenda.

§ 221 Amendments of Resolutions

A. Friendly Amendments
    a. A Friendly Amendment addresses grammatical or typographic errors to an item.
    b. Any Senator, or anyone presenting an item, may make a Friendly Amendment.
    c. The Chair will amend the item if they agree that the amendment qualifies as a "Friendly Amendment."

B. Clarification Amendments
    a. A Clarification Amendment changes the language, but not the nature, of an item.
    b. Any member of the party bringing an item may make a Clarification Amendment to it.
    c. If it is not readily clear that the change is a Clarification Amendment rather than a Substantial Amendment, the Chair may ask for a recess of the Senate session.
    d. During this recess, the party presenting the item should consult privately with a member of the Office of Leadership Activities who wishes to partake, as to whether or not the amendment is solely for clarification.
    e. At the end of this time suspension, the Senate session will resume and the new language, approved by the Chair, in conjunction with the Office of Leadership Activities representative, is presented and the item so amended.

C. Substantial Amendments
    a. A Substantial Amendment changes both the language and nature of an item.
    b. Up to two Substantial Amendments may be adopted for each item requiring a resolution.
    c. A Senator with the floor may motion to make a Substantial Amendment.
    d. The Senator must describe their proposed amendment.
    e. A Senator must second the motion to amend.
    f. The motioning Senator may withdraw their motion at any time, but Senators may not object to it; rather, they should make any objections clear in discussion on the amendment.
    g. The Chair will open discussion on the amendment.
    h. The Chair will start a new list for discussion specifically and solely concerning the amendment.
    i. Senators must direct questions to the motioning Senator, and the motioning Senator will have unlimited time to respond to questions.
    j. When the conversation has ended, the Chair may close discussion on the amendment.
    k. The Senate body then votes on the amendment.
    l. If the amendment passes, the Chair will make corresponding changes in the item’s language, as described by the motioning Senator in consultation with the party bringing the item.

m. If the amendment does not pass, the amendment does not count as one of the two amendments that may be made on the item during the New Business session.
n. Senators cast votes for amendments with a raise of hands.
o. If the vote is too close to call by a count of hands, the Chair may take a vote in accordance with § 224 of the Senate Rules of Procedure.
p. When the vote is completed, conversation on the newly amended item will resume.

§ 222 Reconsideration

A. A Senator may make a Motion to Reconsider on any item requiring a resolution that was previously rejected by the Senate body during the current or a previous Senate meeting in the same academic year. Any item rejected in a previous academic year can return to Senate without passage of a Motion to Reconsider as New Business in subsequent academic years.
B. A motion to reconsider must be made by Senator who cast a "Yes" vote for the original item.
C. The motion must be seconded by a Senator who cast a "No" vote for the original item.
D. The Motion to Reconsider requires a three-fourths majority vote for passage.
E. If the motion passes, the item will be reintroduced in Old Business at the next Senate meeting.
F. The item will be reintroduced without any amendments that may have been made when the item was previously brought to the Senate.

§ 223 Structure of Voting Items

A. For Resolution documents:
    a. Items classified as Resolutions must include the following:
        i. The names of the Senator(s) sponsoring this item
        ii. The title of the item, including the Senate year and resolution number.
        iii. A logically structured rationale for the resolution.
        iv. A list of resolved points that the Senate will adopt pending Senate approval of the item.
B. For Nominations
    a. Items classified as Nominations must include the following:
        i. The name of the SGA Officer nominating the individual.
        ii. The name of the nominee.
        iii. The nominee's statement of interest.
C. For SGA Annual Operating Budgets
    a. Items classified as SGA Annual Operating Budgets must include the following:
        i. The name of the VP for Financial Affairs.

ii. An Executive Summary from the VP for Financial Affairs overviewing the budget that highlights overarching budget objectives and any substantial changes from prior years.
iii. A detailed budget breakdown showing a complete list of all expenses by category that includes, at a minimum, the following categories:
1. Article II: Legislative Branch Budget
2. Article III: Executive Branch Budget
3. Article IV: Judicial Branch Budget
4. Article V: Events Branch Budget
5. Article VI: Club Budgets

D. For Program Support Expenditures
a. Items classified as Program Support Expenditures must include the following:
i. The name of the VP for Financial Affairs.
ii. The name(s) of the party or parties receiving the funds.
iii. A detailed description of the allocation.
iv. A recommendation for passage or denial from the Budget & Finance Committee, including information as to whether or not the committee vote was unanimous.
v. A description of the budget line(s) from which the allocation will be taken.

§ 224 Voting Procedure

A. Approval of Old or New Business Items:
a. Votes are called for in alternating alphabetical and reverse alphabetical order by last name for each vote.
b. Senators may cast three types of votes:
i. "Yes" The Senator supports the resolution.
ii. "No" The Senator does not support the resolution.
iii. "Abstain" The Senator may choose to cast "Abstain" for the following reasons:
1. The Senator has a close personal connection to the item at hand.
2. The Senator missed part of the conversation on the item at hand.
3. The Senator is bringing forth the item at hand.
4. Abstentions ("Abstain") are not counted among the total number of votes cast.
c. A Senator shall be required to abstain from voting on any nomination as defined by § 220.1.A.b.i of the Senate Rules of Procedure if that Senator is a candidate for the position or if that senator has nominated the candidate for the position.
d. A Senator shall be required to abstain from voting on any matter relating to a Club in which that Senator serves on the executive board. Examples of these

matters include, but are not limited to, the following: Club budgets and Club Constitutions.

i. All Senators may vote to approve the SGA Annual Operating Budget, as defined by § 220.1.A.c.i of the Senate Rules of Procedure, regardless of their Club affiliation.

B. If a Senator is absent or their proxy vote was never provided to a Senator, their vote is not counted among the total number of votes cast.

C. If a Proxy casts a Senator's vote, the Chair should note that with a "Proxy:" before the vote in the records.

D. All items require a two-thirds majority of all votes counted for that item to be "Yes" votes for passage.

E. The Chair is responsible for moderating Senate business. In the interest of efficiency, the chair may choose to conduct votes on motions and amendments by any of the following procedures:

a. A Roll-Call Vote: A vote for which the Chair calls each Senator by their last name and that Senator voices their vote to the Chair. The Chair must alternate between calling Senators' last names in alphabetical and then in reverse alphabetical order after each motion that uses this procedure. Votes on items of New Business and Old Business must be conducted by a roll-call vote in all circumstances.

b. A Voice Vote: The Chair asks for all those in favor of the motion to voice their approval by saying "Yes," and then asks those opposed to the item to say "No." When inconclusive, the Chair must then move to a Roll-Call Vote.

c. Raise of Hands: Similar to a Voice Vote, but the Chair asks for all those in favor of the motion to express their vote by raising their hands, and then asks for all those opposed to the motion to express their vote by raising their hands. When inconclusive, the Chair must then move to a Roll-Call Vote.

d. Unanimous Consent: To be used only in situations that require no discussion other than minor clarifications, and which seem to have no objection in the Senate Body. To pass an item by unanimous consent, the Chair may simply ask the Senate body for any objections to the item. If none are voiced, the Chair shall declare the item approved by the Senate Body. When inconclusive, the Chair must then move to a Show of Hands vote.

F. If a form of voting might be improper, any Senator may make a "motion to vote by [form of voting]" to ask the Chair to utilize a different voting method. The motion must be seconded and approved by a two-thirds majority of the Senate in accordance with § 224.D., conducted by a Show of Hands.

§ 225 Proxies

A. If a Senator anticipates being absent for a Senate meeting, they may appoint a Proxy to cast votes in their place.
    a. The Proxy must be another Senator who will be attending that Senate meeting.
    b. The Senator must notify the Chair via email no less than one hour before the scheduled Senate meeting.
        i. The Senator must CC their Proxy in the email.
        ii. The email should include all votes made by the Senator ("Yes" or "No").
        iii. If a Senator does not wish to vote on a particular item, they should not assign their Proxy a vote.
    c. When it is time for a vote and the absent Senator's name is called, the Proxy will respond by saying "Proxy," and then delivering the vote that the absent Senator has chosen to cast.
        i. If a Senator did not assign a vote for their Proxy on a given item, the Proxy should remain silent.

Skidmore College Student Government Association Rules of Procedure

Article III: Committee on Operations

Approved by the Senate: April 30, 2024
Last Amended: May 10, 2024

§ 300 Name
This committee shall be called the Committee on Operations (CO).

§ 301 Mission
The Committee on Operations 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.

§ 302 Procedure
The Executive Vice President shall act as Chair of the committee. All members except the Chair may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Chair is allowed to vote on the topic. Committee meetings are public and visitors are welcome to attend. The Committee on Operations shall operate in accordance with the SGA Constitution and Bylaws, the Committee on Operations Rules of Procedure, and the Skidmore College Honor Code.

§ 303 Membership
The Committee on Operations 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.

§ 304 Meetings
§ 304.1 Meeting Times
The Committee on Operations shall meet once a week or at the discretion of the Chair.

§ 304.2 Agenda
The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every Committee on Operations meeting.

§ 304.3 Attendance

§ 304.3.1 Attendance Policy

Attendance of the Committee on Operations is mandatory; the committee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Committee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 304.3.2 of the Committee on Operations Rules of Procedure.

§ 304.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

Skidmore College Student Government Association Rules of Procedure

Article IV: Academic Council

Approved by the Senate: April 30, 2024
Last Amended: May 19, 2025

§ 400 Name
This committee shall be called Academic Council (AC).

§ 401 Mission
Academic Council 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.

§ 402 Procedure
The Vice President for Academic Affairs shall act as Chair of the committee. All members except the Chair may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Chair is allowed to vote on the topic. Committee meetings are public and visitors are welcome to attend. Academic Council shall operate in accordance with the SGA Constitution and Bylaws, the Academic Council Rules of Procedure, and the Skidmore College Honor Code.

§ 403 Membership
Academic Council 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 Council Chair may select a member of their committee to serve as the Vice Chair.

§ 404 Meetings
§ 404.1 Meeting Times
Academic Council shall meet once a week or at the discretion of the Chair.

§ 404.2 Agenda
The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every Academic Council meeting.

§ 404.3 Attendance

§ 404.3.1 Attendance Policy

Attendance of Academic Council is mandatory; the committee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Committee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 404.3.2 of the Academic Council Rules of Procedure.

§ 404.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

§ 405 Academic Council Funds

§ 405.1 Procedure

Academic Council shall be the decision-making body for the Student Government Association funds outlined in this section with the authority to approve expenditures in accordance with Academic Council Rules of Procedure § 402 and the following additional requirements:

A. The Vice President for Academic Affairs must create an application process that openly advertises the fund to the Skidmore community, providing at least two weeks for advertisement before applications are considered.
B. Applications may be reviewed on a rolling basis but the Vice President for Academic Affairs may create an application window that limits the fund's availability to certain parts of the academic year.

§ 405.2 Academic Pursuit Fund (APF)

The Academic Pursuit Fund (APF) subsidizes Skidmore students' academic activities outside of the classroom. These pursuits include but are not limited to scholarly research (not related to required work for classes students are receiving academic credit for), creative work and academic conferences. Academic conferences are defined by this program as conferences that are related to the individual's or group's majors.

Skidmore College Student Government Association Rules of Procedure

Article V: Budget and Finance Committee

Approved by the Senate: April 30, 2024
Last Amended: May 19, 2025

§ 500 Name
This committee shall be called the Budget and Finance Committee (B&F).

§ 501 Mission
The Budget and Finance Committee shall act as the chief management body of all Student Government Association finances and funds. B&F will additionally serve as a financial resource to all SGA-affiliated groups on campus. The Committee will handle issues such as: the allocation of program support, significant line changes in budgets, the budgeting of longer organization trips, the allocation of the JSS Activism Fund, and the creation of SGA's budget for each fiscal year. Additionally, B&F will serve as a place to voice financial concerns, new ideas to help SGA better manage funds, and financial strategies to ensure that the funds that SGA is responsible for are allocated in the best possible way for the entire student body.

§ 502 Procedure
The Vice President for Financial Affairs shall act as Chair of the committee. All members except the Chair may have a vote. Members may not vote on any matter relating to a club in which the member serves on the executive board. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Chair is allowed to vote on the topic. Committee meetings are public and visitors are welcome to attend, but the meetings are closed when voting and during deliberation. The Budget and Finance Committee shall operate in accordance with the SGA Constitution and Bylaws, the Budget and Finance Committee Rules of Procedure, and the Skidmore College Honor Code.

§ 503 Membership
The Budget and Finance Committee 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, who holds the responsibilities of the Chair in their absence.

§ 504 Meetings

§ 504.1 Meeting Times

The Budget and Finance Committee shall meet once a week or at the discretion of the Chair.

§ 504.2 Agenda

The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every Budget and Finance Committee meeting.

§ 504.3 Attendance

§ 504.3.1 Attendance Policy

Attendance of the Budget and Finance Committee is mandatory; the committee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Committee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 504.3.2 of the Budget and Finance Committee Rules of Procedure.

§ 504.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

§ 505 Budget and Finance Committee Funds

§ 505.1 Procedure

The Budget and Finance Committee shall be the decision-making body for the Student Government Association funds outlined in this section with the authority to approve expenditures in accordance with Budget and Finance Committee Rules of Procedure § 502 and the following additional requirements:

A. The Vice President for Financial Affairs must create an application process that openly advertises the fund to the Skidmore community, providing at least two weeks for advertisement before applications are considered.
B. Applications may be reviewed on a rolling basis but the Vice President for Financial Affairs may create an application window that limits the fund's availability to certain parts of the academic year.

§ 505.2 Student Activity Financial Aid (SAFA)

The purpose of the Student Activity Financial Aid (SAFA) is to bridge the class inequality gap that exists due to the lack of financial support for students from various socioeconomic backgrounds. The goal of this fund is to subsidize student's expenses within the realm of the SGA, meaning that this fund can only be used to support student participation in events or clubs that are already supported or sponsored by the Student Government Association. The fund can be used whenever there is a requirement for individual contributions including but not limited to membership contributions, membership fees, equipment or materials and SGA elections. It is our goal to have all SGA-supported activities accessible by all members of the student body no matter what their socioeconomic background may be.

§ 505.3 JSS Activism Fund

The JSS Activism Fund was created in honor of Skidmore's sixth President, Jamienne S. Studley, to enable students to participate in political and social activism or causes to expand their sense of community involvement, service and awareness. The Civic Engagement Fund was created to provide financial support for worthwhile student civic engagement projects that actively pursue the alleviation of public concerns and the improvement of public life in a community. The JSS Activism and Civic Engagement Fund is meant to achieve the goals of both individual funds. The fund is meant for all students. Fund requests are not guaranteed. Every application will be fully considered but the criteria within the document "Criteria for the JSS Activism and Civic Engagement Fund" will guide the Senate in granting funds.

§ 505.4 Program Support Fund

The Program Support Fund (Program Support) shall be used to fund supplemental funding requests and support existing budget lines. Program Support shall not be used to support new initiatives. The amount of funding allocated to Program Support is decided in the spring budgeting process. Funds shall not be allocated to Program Support during the academic year.

§ 505.5 Retained Earnings Account

The Retained Earnings Account shall be used to fund one-time expenses for SGA projects or initiatives that contribute to the betterment of the Skidmore College campus, supplement the Student Activity Fee when funding the SGA Annual Operating Budget during the budget creation process, and fund select late budgets in accordance with § 825 of the SGA Bylaws. The Retained Earnings Account shall not be used to support existing budget line items. Use of the Retained Earnings Account is determined on a case-by-case basis by the Senate through a resolution after being endorsed by the Budget and Finance Committee.

Skidmore College Student Government Association Rules of Procedure

Article VI: Committee on Student Life

Approved by the Senate: April 30, 2024
Last Amended: October 3, 2024

§ 600 Name
This committee shall be called the Committee on Student Life (CSL).

§ 601 Mission
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.

§ 602 Procedure
The Vice President for Student Life shall act as Chair of the committee. All members except the Chair may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Chair is allowed to vote on the topic. Committee meetings are public and visitors are welcome to attend. The Committee on Student Life shall operate in accordance with the SGA Constitution and Bylaws, the Committee on Student Life Rules of Procedure, and the Skidmore College Honor Code.

§ 603 Membership
The Committee on Student Life 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.

§ 604 Meetings
§ 604.1 Meeting Times
The Committee on Student Life shall meet once a week or at the discretion of the Chair.

§ 604.2 Agenda

The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every Committee on Student Life meeting.

§ 604.3 Attendance

§ 604.3.1 Attendance Policy

Attendance of the Committee on Student Life is mandatory; the committee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Committee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 604.3.2 of the Committee on Student Life Rules of Procedure.

§ 604.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

§ 605 Committee on Student Life Funds

§ 605.1 Procedure

The Committee on Student Life shall be the decision-making body for the Student Government Association funds outlined in this section with the authority to approve expenditures in accordance with Committee on Student Life Rules of Procedure § 602 and the following additional requirements:

A. The Vice President for Student Life must create an application process that openly advertises the fund to the Skidmore community, providing at least two weeks for advertisement before applications are considered.
B. Applications may be reviewed on a rolling basis but the Vice President for Student Life may create an application window that limits the fund's availability to certain parts of the academic year.

§ 605.2 Student Life Improvement Fund (SLIF)

SLIF is a fund for individual students, or groups of students, not affiliated with an official group to propose a one-time cost for initiatives and projects that will directly impact the student experience at Skidmore. While initiatives need not be large, they must be in some way meaningful to more than a handful of current students.

Skidmore College Student Government Association Rules of Procedure

Article VII: CSL Subcommittee on Athletics

Approved by the Senate: April 30, 2024
Last Amended: May 10, 2024

§ 700 Name
This subcommittee shall be called the CSL Subcommittee on Athletics (CSLA).

§ 701 Mission
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.

§ 702 Procedure
The CSL Subcommittee on Athletics Chair shall act as Chair of the subcommittee. All members except the Chair may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Chair is allowed to vote on the topic. Subcommittee meetings are public and visitors are welcome to attend. The CSL Subcommittee on Athletics shall operate in accordance with the SGA Constitution and Bylaws, the CSL Subcommittee on Athletics Rules of Procedure, and the Skidmore College Honor Code.

§ 703 Membership
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.

§ 704 Meetings
§ 704.1 Meeting Times
The CSL Subcommittee on Athletics shall meet once a week or at the discretion of the Chair.

§ 704.2 Agenda
The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every CSL Subcommittee on Athletics meeting.

§ 704.3 Attendance

§ 704.3.1 Attendance Policy

Attendance of the CSL Subcommittee on Athletics is mandatory; the subcommittee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Subcommittee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 704.3.2 of the CSL Subcommittee on Athletics Rules of Procedure.

§ 704.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

Skidmore College Student Government Association Rules of Procedure

Article VIII: CSL Subcommittee on Sustainability

Approved by the Senate: April 30, 2024
Last Amended: May 10, 2024

§ 800 Name
This subcommittee shall be called the CSL Subcommittee on Sustainability (SuCo).

§ 801 Mission
The CSL Subcommittee on Sustainability 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.

§ 802 Procedure
The CSL Subcommittee on Sustainability Chair shall act as Chair of the subcommittee. All members except the Chair may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Chair is allowed to vote on the topic. Subcommittee meetings are public and visitors are welcome to attend. The CSL Subcommittee on Sustainability shall operate in accordance with the SGA Constitution and Bylaws, the CSL Subcommittee on Sustainability Rules of Procedure, and the Skidmore College Honor Code.

§ 803 Membership
The CSL Subcommittee on Sustainability 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.

§ 804 Meetings
§ 804.1 Meeting Times
The CSL Subcommittee on Sustainability shall meet once a week or at the discretion of the Chair.

§ 804.2 Agenda
The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every CSL Subcommittee on Sustainability meeting.

§ 804.3 Attendance

§ 804.3.1 Attendance Policy

Attendance of the CSL Subcommittee on Sustainability is mandatory; the subcommittee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Subcommittee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 804.3.2 of the CSL Subcommittee on Sustainability Rules of Procedure.

§ 804.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

§ 805 CSL Subcommittee on Sustainability Funds

§ 805.1 Procedure

The CSL Subcommittee on Sustainability shall be the decision-making body for the Student Government Association funds outlined in this section with the authority to approve expenditures in accordance with CSL Subcommittee on Sustainability Rules of Procedure § 802 and the following additional requirements:

A. The CSL Subcommittee on Sustainability Chair must create an application process that openly advertises the fund to the Skidmore community, providing at least two weeks for advertisement before applications are considered.
B. Applications may be reviewed on a rolling basis but the CSL Subcommittee on Sustainability Chair may create an application window that limits the fund's availability to certain parts of the academic year.

§ 805.2 SGA Green Grant

The Green Grant is a competitive grant sponsored by Skidmore College's Student Government Association CSL Subcommittee on Sustainability in collaboration with the Sustainability Office to support students in pursuing sustainable initiatives on campus to improve student life and the environment. Proposals must be for one-time costs that will go towards initiatives that will improve student life and develop Skidmore's Sustainability Plan.

§ 805.2.1 SGA Green Grant Procedures

A. The Green Grant Review Committee consists of faculty, staff, and student representation. The committee members were chosen to encapsulate the interdisciplinary efforts within sustainability in consideration of Skidmore College. A simple majority vote within the committee will determine the final projects chosen for funding.
B. Green Grant application proposals turned in on time, at an annual deadline determined by the CSL Subcommittee on Sustainability on an annual basis, will be reviewed by the Green Grant Review Committee.
C. The awarded group(s) are required to be overseen by a designated faculty or staff advisor sponsor at Skidmore College throughout the entirety of the project appointed in their application. In addition, the group(s) must maintain check-ins with the chairs of the Green Grant Review Committee.
D. The Green Grant may not be allocated to any student's credit-bearing experience, nor may it be combined with other SGA funding.
E. Initiatives supported by the Green Grant must be student-led. Funds may not be used for projects that are primarily coordinated by a faculty member, staff member, department, or campus office.
F. Students who receive funding must complete the project (or the relevant part for which funds are needed) by a date proposed to and approved by the Green Grant Review Committee. Once the project is completed, the student(s) must present their project and impact to the SGA Senate and Sustainability Office. Incomplete or inadequately finished projects may be subject to revocation of funding or required reimbursement to the SGA.
G. Any publicity or printed/online materials used to promote or discuss the project must acknowledge the assistance of "SGA's Green Grant."

Skidmore College Student Government Association Rules of Procedure

Article IX: Committee on Institutional Diversity

Approved by the Senate: April 30, 2024
Last Amended: May 10, 2024

§ 900 Name
This committee shall be called the Committee on Institutional Diversity (CID).

§ 901 Mission
The Committee on Institutional Diversity 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.

§ 902 Procedure
The Vice President for Institutional Diversity shall act as Chair of the committee. All members except the Chair may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Chair is allowed to vote on the topic. Committee meetings are public and visitors are welcome to attend. The Committee on Student Life shall operate in accordance with the SGA Constitution and Bylaws, the Committee on Institutional Diversity Rules of Procedure, and the Skidmore College Honor Code.

§ 903 Membership
The Committee on Institutional Diversity 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.

§ 904 Meetings
§ 904.1 Meeting Times
The Committee on Institutional Diversity shall meet once a week or at the discretion of the Chair.

§ 904.2 Agenda
The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every Committee on Institutional Diversity.

§ 904.3 Attendance

§ 904.3.1 Attendance Policy

Attendance of the Committee on Institutional Diversity is mandatory; the committee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Committee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 904.3.2 of the Committee on Institutional Diversity Rules of Procedure.

§ 904.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

Skidmore College Student Government Association Rules of Procedure

Article X: CID Subcommittee on ADA

Approved by the Senate: April 30, 2024
Last Amended: May 10, 2024

§ 1000 Name
This subcommittee shall be called the CID Subcommittee on ADA (Americans with Disabilities Act).

§ 1001 Mission
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.

§ 1002 Procedure
The CID Subcommittee on ADA Chair shall act as Chair of the subcommittee. All members except the Chair may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Chair is allowed to vote on the topic. Subcommittee meetings are public and visitors are welcome to attend. The CID Subcommittee on ADA shall operate in accordance with the SGA Constitution and Bylaws, the CID Subcommittee on ADA Rules of Procedure, and the Skidmore College Honor Code.

§ 1003 Membership
The CID Subcommittee on ADA shall consist of the following: One chair and seven willingness to serve representatives who may be appointed at the chair's discretion. The CID Subcommittee on ADA chair may select a member of their subcommittee to serve as the Vice Chair.

§ 1004 Meetings
§ 1004.1 Meeting Times
The CID Subcommittee on ADA shall meet once a week or at the discretion of the Chair.

§ 1004.2 Agenda
The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every CID Subcommittee on ADA meeting.

§ 1004.3 Attendance

§ 1004.3.1 Attendance Policy

Attendance of the CID Subcommittee on ADA is mandatory; the subcommittee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Subcommittee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 1004.3.2 of the CID Subcommittee on ADA Rules of Procedure.

§ 1004.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

Skidmore College Student Government Association Rules of Procedure

Article XI: Engagement and Outreach Committee

Approved by the Senate: April 30, 2024
Last Amended: May 10, 2024

§ 1100 Name
This committee shall be called the Engagement and Outreach Committee (EOC).

§ 1101 Mission
The Engagement and Outreach Committee shall aid the Vice President for Engagement and Outreach with the management of SGA's engagement and outreach campaigns. EOC shall foster connections across different class years, collect valuable feedback from the student body, recruit students to SGA, and facilitate a comprehensive understanding of the campus climate within 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.

§ 1102 Procedure
The Vice President for Engagement and Outreach shall act as Chair of the committee. All members except the Chair may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Chair is allowed to vote on the topic. Committee meetings are public and visitors are welcome to attend. The Engagement and Outreach Committee shall operate in accordance with the SGA Constitution and Bylaws, the Engagement and Outreach Committee Rules of Procedure, and the Skidmore College Honor Code.

§ 1103 Membership
The Engagement and Outreach Committee 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 Chair may select a member of their committee to serve as the Vice Chair.

§ 1104 Meetings
§ 1104.1 Meeting Times
The Engagement and Outreach Committee shall meet once a week or at the discretion of the Chair.

§ 1104.2 Agenda

The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every Engagement and Outreach Committee meeting.

§ 1104.3 Attendance

§ 1104.3.1 Attendance Policy

Attendance of the Engagement and Outreach Committee is mandatory; the committee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Committee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 1104.3.2 of the Engagement and Outreach Committee Rules of Procedure.

§ 1104.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

Skidmore College Student Government Association Rules of Procedure

Article XII: Executive Committee

Approved by the Senate: April 30, 2024
Last Amended: May 10, 2024

§ 1200 Name
This committee shall be called the Executive Committee.

§ 1201 Mission
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.

§ 1202 Procedure
The SGA President shall act as Chair of the committee. All members except the Chair may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Chair is allowed to vote on the topic. Committee meetings are closed to the public. The Executive Committee shall operate in accordance with the SGA Constitution and Bylaws, the Executive Committee Rules of Procedure, and the Skidmore College Honor Code.

§ 1203 Membership
The Executive Committee shall consist of the following: 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. The Executive Vice President serves as the Executive Committee's Vice Chair.

§ 1204 Meetings
§ 1204.1 Meeting Times
The Executive Committee shall meet once a week or at the discretion of the Chair.

§ 1204.2 Agenda
The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every Executive Committee meeting.

§ 1204.3 Attendance

§ 1204.3.1 Attendance Policy

Attendance of the Executive Committee is mandatory; the committee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Committee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 1204.3.2 of the Executive Committee Rules of Procedure.

§ 1204.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

§ 1205 Executive Committee Decisions

All decisions from the Executive Committee must be made by formal resolution, with a resolution structure including a sponsor(s), whereas statements, and resolved points. While the Executive Committee is not required to take minutes, its decisions must be recorded and archived in an electronic database (Datastor) by the SGA Clerk within five consecutive weekdays during which classes are held after a resolution's passage.

Skidmore College Student Government Association Rules of Procedure

Article XIII: Judicial Board

Approved by the Senate: April 30, 2024
Last Amended: October 3, 2024

§ 1300 Name
This body shall be known as the Judicial Board.

§ 1301 Mission
The Judicial power of 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.

§ 1302 Procedure
§ 1302.1 General Procedure
The Chief Judicial Board Officer shall act as Chair of the Judicial Board. Quorum for voting shall require one-half of voting members to be present. All members including the chair may have a vote. All votes require a simple majority for passage. Meetings are closed and visitors are welcome to attend by invitation only. The Judicial Board shall operate in accordance with the Student Body Constitution, SGA Bylaws, Judicial Board Rules of Procedure, and the Skidmore College Honor Code.

§ 1302.2 Submitting a Case

A. Any student, Student Government Association Officer, or Student Government Association recognized student organization is eligible to submit a case against another student or Student Government Association recognized student organization.
B. The onus for all cases rest on the plaintiff to prove their claims in a manner which a reasonable person would believe.
C. The Judicial Board cannot file a case against any student or student organization.

§ 1302.3 Accepted Cases

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

§ 1302.4 Unaccepted Cases

A. Interpretation of existing College policy independent from the SGA.
B. Removal of SGA Officers for violation of College policy independent from the SGA policy.
C. A case with a lack of jurisdiction, improper service of process, failure to join a party, or a plaintiff's failure to state a claim for relief.

§ 1302.5 Statute of Limitations

A. Cases must be submitted within 60 business days of a resolution's enactment, an action of the Student Government Association, or action of a Student Government Association recognized student organization.
B. Cases must be submitted within the same semester of a resolution's enactment, an action of the Student Government Association, or action of a Student Government Association recognized student organization, as defined by the Skidmore College academic calendar.
C. If a case is submitted during the Fall semester, but the Judicial Board is unable to adjudicate it by the end of that semester, it shall do so during the Spring semester of that academic year, provided that both parties to the case are still affiliated with Skidmore College.
D. If a case is submitted during the Spring semester, but the Judicial Board is unable to adjudicate it by the end of that semester, the case shall be dismissed unless the Judicial Board for the following academic year deems the case to still be relevant and of significant importance.
E. The SGA Bylaws may specify that certain cases are subject to a statute of limitations other than that stipulated by this section, in which case this section shall be superseded by the SGA Bylaws.

§ 1302.6 How Cases Are Submitted

A. All initiation of action from the Office of Student Conduct or designee must be submitted to the Student Government Association Chief Judicial Board Officer.
B. Upon receipt of a case, the Judicial Board shall meet in conference at a regular or special meeting to determine the validity of evidence, merit of action, and proper process to resolve the case. The plaintiff's case must directly affect the student, or the student organization submitting the case to be considered valid.
C. Granting a method of resolution, hence accepting a case, requires the support of a simple majority of Judicial Board Officers.
D. Upon a determination of a case as validly evidenced and meriting consideration, a judicial instrument will be issued which sets the date and time of future processes.

Both the plaintiff and defendant will be notified within five consecutive weekdays during which classes are held of the case's acceptance.

§ 1302.7 Meeting Proceedings

A. Call to Order
    a. The Chair will call the meeting to order.
B. Approval of the Agenda
    a. The Chair's Agenda stands as approved without motion.
C. Approval of the Minutes
    a. The Chair must request a motion to approve the prior meeting's minutes.
    b. A Judicial Board Officer must make a motion.
    c. A Judicial Board Officer must second the motion.
    d. The minutes must be approved by a simple majority.
D. Review of Submitted Cases
    a. The Chair will individually overview the cases submitted to them by the Office of Student Conduct.
    b. The Judicial Board will consider each case's validity in accordance with the Judicial Board Rules of Procedure.
E. Case Hearings
    a. Case Introduction
        i. The Chair will introduce the case and overview the case's key questions and the Bylaw(s) cited by the Board when it accepted the case that gives the Judicial Board the authority to hear the case.
    b. Oral arguments
        i. The plaintiff has a maximum of twenty minutes to present an opening statement and entirety of their argument.
        ii. The defendant has a maximum of twenty minutes to present an opening statement and entirety of their argument.
    c. Questioning
        i. Following the opening statement and arguments from both the plaintiff and defendant, the Judicial Board Officers may ask questions of either party for a period not to exceed forty minutes.
    d. Deliberation
        i. Following questions, the Chair will ask the plaintiff and defendant to leave and the Board will deliberate for a period not to exceed forty minutes.
    e. Decision
        i. A Judicial Board Officer must make a motion to approve a decision, citing the specific SGA governing document statute(s) that justifies the decision on the merits of the case and the SGA Bylaws.

ii. A Judicial Board Officer must second the motion.
iii. The decision must be approved by a simple majority.
iv. Following the meeting's adjournment, the Judicial Board Officers in the majority will write a majority opinion containing the approved decision from the Judicial Board and share it with the Chief Judicial Board Officer, who upon receipt, must email it to the respective parties and Associate Dean of Student Affairs for Inclusion and Engagement within ten consecutive weekdays during which classes are held after the case's hearing.
v. Any Judicial Board Officer in opposition to the decision may write a minority opinion, which will be delivered to the parties and Associate Dean of Student Affairs for Inclusion and Engagement alongside the decision by the Chief Judicial Board Officer.

f. Revolving Structure
i. § 1302.7.E.a through § 1302.7.E.d of the Judicial Board Rules of Procedure will repeat until no other cases are left on the agenda.

F. Adjournment
a. The Chair will adjourn the meeting after all agenda items have been heard.

G. Disruption
a. No one in the gallery will be allowed to speak or make any sort of noise.
b. If anyone violates this rule, they will be asked to leave the meeting by the Chair.

§ 1303 Membership

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

§ 1304 Meetings

§ 1304.1 Meeting Times

The Judicial Board shall meet as necessitated by the docket of cases; minimally once a month until cases are completed. If no cases are pending, the Chair may waive the meeting.

§ 1304.2 Agenda

The chair is responsible for setting an agenda, sending it out to Judicial Board Officers in a timely manner, and bringing it to every Judicial Board meeting. The Chair may restrict access to certain meeting documents to "in-person only" paper copies in the case the documents are considered confidential by the Chair and the Associate Dean of Student Affairs for Inclusion and Engagement.

§ 1304.3 Attendance

§ 1304.3.1 Attendance Policy

Attendance of the Judicial Board is mandatory; the Board members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Board members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the Office of Student Conduct. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 1304.3.2 of the Judicial Board Rules of Procedure.

§ 1304.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

Skidmore College Student Government Association Rules of Procedure

Article XIV: Student Events Council

Approved by the Senate: April 30, 2024
Last Amended: May 19, 2025

§ 1400 Name
This body shall be known as the Student Events Council (SEC).

§ 1401 Mission
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.

§ 1402 Procedure
§ 1402.1 General Procedures
The SEC Chair shall act as Chair of the committee. All members have a vote, including the Chair. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. Student Events Council meetings are open to the public. The Student Events Council shall operate in accordance with the SGA Constitution and Bylaws, the Student Events Council Rules of Procedure, and the Skidmore College Honor Code.

§ 1402.2 Meeting Procedures

A. Call to Order
    a. The Chair will call the meeting to order.
B. Approval of the Agenda
    a. The Chair must request a motion to approve the agenda.
    b. An SEC Officer must make a motion.
    c. An SEC Officer must second the motion.
    d. The motion must be approved by a simple majority of present members.
C. Approval of the Minutes
    a. The Chair must request a motion to approve the meeting minutes.
    b. An SEC Officer must make a motion.
    c. An SEC Officer must second the motion.
    d. The motion must be approved by a simple majority of present members.
D. Reports
    a. The Chair will provide an opportunity for the members to report on their respective areas within the SEC.

E. New Business
    a. New Business is reserved for resolutions.
F. Open Discussion
    a. Open discussion is for members of the SEC to share ideas, thoughts, or concerns about specific event planning-related topics.
G. Adjournment
    a. The Chair must request a motion to adjourn.
    b. An SEC Officer must make a motion.
    c. An SEC Officer must second the motion.
    d. The motion must be approved by a simple majority of present members.

§ 1403 Membership

The Student Events Council shall consist of the following: 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.

§ 1404 Meetings

§ 1404.1 Meeting Times

The Student Events Council shall meet once a week or at the discretion of the Chair.

§ 1404.2 Agenda

The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every Student Events Council meeting.

§ 1404.3 Minutes

The assigned scribe is responsible for creating meeting minutes, sending them to the Chair 72 hours after the meeting in which they were recorded, and bringing them to the next Student Events Council meeting for review.

§ 1404.4 Attendance

§ 1404.4.1 Attendance Policy

Attendance of the Student Events Council is mandatory; the Council members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Council members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather,

religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 1404.4.2 of the Student Events Council Rules of Procedure.

§ 1404.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

§ 1405 Student Events Council Budget

The Student Events Council is responsible for the allocation of the SEC funds received from the SGA Senate on an annual basis. These funds must be allocated no later than the third week of classes in the Fall semester by a formal resolution from the SEC.

§ 1405.1 Budget Creation Process

The following Budget creation process must be followed:

A. The SEC Treasurer will meet with the SGA Accountant to understand the amount of funding allocated to the SEC for the academic year prior to the end of the Spring semester in which the election for their position occurred.
B. The SEC Treasurer will meet individually with each Subcommittee Chair to receive feedback on the desired allocation for their subcommittee.
C. The SEC Treasurer will meet with the SEC Chair and the Associate Director of Leadership Activities to discuss the budget requests from each of the subcommittees.
D. The SEC Treasurer will coordinate with the Associate Director of Leadership Activities to create a budget proposal to be considered for approval by the Student Events Council.
E. The SEC Treasurer will bring the budget proposal as a resolution to the SEC for consideration.
F. The SEC will vote on the SEC Treasurer's budget proposal in accordance with § 1402.2 of the SEC Rules of Procedure, with the authority to amend specific budget sections and categories.
G. If the budget is approved, it is adopted effective immediately.
H. If the budget is denied, the SEC Treasurer must submit a revised budget proposal at the following meeting.

§ 1405.2 SEC Budget Requirements

The SEC budget must include the following:

A. The name of the SEC Treasurer.
B. An Executive Summary from the SEC Treasurer overviewing the budget that highlights overarching budget objectives and any substantial changes from prior years.

C. A detailed budget breakdown showing a complete list of all expenses by category that includes, at a minimum, the following categories:
    a. Section 1: SEC Subcommittee on Major Events
    b. Section 2: SEC Subcommittee on Campus Events
    c. Section 3: SEC Subcommittee on Campus Traditions
    d. Section 4: Contingency Fund

§ 1405.3 Internal Budget Transfer Process

The following Budget internal transfer process must be followed:

A. The SEC Officer(s) requesting an internal budget transfer must submit an internal budget transfer request to the SEC Treasurer, explaining the reasoning behind the request, and the SEC budget lines impacted.
B. The SEC Treasurer will bring the internal budget transfer request to the SEC for consideration if they deem the request fiscally responsible and sustainable. In the case the SEC Treasurer, after consulting with the SGA Accountant, deems the internal transfer request fiscally irresponsible, the SEC Treasurer may deny the request.
C. If the request is deemed fiscally responsible and sustainable, the SEC will vote on the internal budget transfer proposal in accordance with § 1402.2 of the SEC Rules of Procedure, with the authority to amend specific budget sections and categories.
D. If the internal budget transfer is approved, it is adopted effective immediately.
E. If the internal budget transfer is denied, the SEC Treasurer must deny the request.

§ 1406 Student Events Council Decisions

All decisions from the Student Events Council must be made by formal motion, with a resolution structure including a sponsor(s), whereas statements, and resolved points. Decisions must be recorded and sent to the SGA Clerk to be archived in an electronic database (Datastor) by the SEC Vice Chair within five consecutive weekdays during which classes are held after a resolution's passage.

Skidmore College Student Government Association Rules of Procedure

Article XV: SEC Subcommittee on Major Events

Approved by the Senate: April 30, 2024
Last Amended: May 19, 2025

§ 1500 Name
This subcommittee shall be called the SEC Subcommittee on Major Events.

§ 1501 Mission
The SEC Subcommittee on Major Events shall be the senior advisor to SEC on all concert and 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.

§ 1502 Procedure
The SEC Subcommittee on Major Events Co-Chair for Campus Logistics and the SEC Subcommittee on Major Events Co-Chair for Vendor Coordination shall act as Co-Chairs of the committee. All members except the Co-Chairs may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Co-Chairs are allowed to vote on the topic. Committee meetings are public and visitors are welcome to attend. The SEC Subcommittee on Major Events shall operate in accordance with the SGA Constitution and Bylaws, the SEC Committee on Major Events Rules of Procedure, and the Skidmore College Honor Code.

§ 1503 Membership
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 who may be appointed at the Co-Chairs' discretion. The Major Events Co-Chairs may select a member of their subcommittee to serve as the Vice Chair.

§ 1504 Meetings
§ 1504.1 Meeting Times
The SEC Subcommittee on Major Events shall meet once a week or at the discretion of the Co-Chairs.

§ 1504.2 Agenda

The Co-Chairs are responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every SEC Subcommittee on Major Events meeting.

§ 1504.3 Attendance

§ 1504.3.1 Attendance Policy

Attendance of the SEC Subcommittee on Major Events is mandatory; the subcommittee members listed above shall agree to meet at the discretion of the Co-Chairs as part of their responsibilities to the Skidmore College community as a leader on campus. Subcommittee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as both of the Co-Chairs receive prior notice in accordance with § 1504.3.2 of the SEC Subcommittee on Major Events Rules of Procedure.

§ 1504.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact both of the Co-Chairs at least three hours in advance of the meeting and follow up with the Co-Chairs after the meeting, either with a written progress update or in an individual meeting organized by the Co-Chairs.

Skidmore College Student Government Association Rules of Procedure

Article XVI: SEC Subcommittee on Campus Events

Approved by the Senate: April 30, 2024
Last Amended: May 19, 2025

§ 1600 Name
This subcommittee shall be called the SEC Subcommittee on Campus Events.

§ 1601 Mission
The SEC Subcommittee on Campus Events shall be the advisor to the SEC on all campus and excursion-related event planning.

§ 1602 Procedure
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 shall act as Co-Chairs of the subcommittee. All members except the Co-Chairs may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Co-Chairs are allowed to vote on the topic. Committee meetings are public and visitors are welcome to attend. The SEC Subcommittee on Campus Events shall operate in accordance with the SGA Constitution and Bylaws, the SEC Committee on Campus Events Rules of Procedure, and the Skidmore College Honor Code.

§ 1603 Membership
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 who may be appointed at the Co-Chairs' discretion. The Campus Events Co-Chairs may select a member of their subcommittee to serve as the Vice Chair.

§ 1604 Meetings
§ 1604.1 Meeting Times
The SEC Subcommittee on Campus Events shall meet once a week or at the discretion of the Co-Chairs.

§ 1604.2 Agenda
The Co-Chairs are responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every SEC Subcommittee on Campus Events meeting.

§ 1604.3 Attendance

§ 1604.3.1 Attendance Policy

Attendance of the SEC Subcommittee on Campus Events is mandatory; the subcommittee members listed above shall agree to meet at the discretion of the Co-Chairs as part of their responsibilities to the Skidmore College community as a leader on campus. Subcommittee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Co-Chairs submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as both of the Co-Chairs receives prior notice in accordance with § 1604.3.2 of the SEC Subcommittee on Campus Events Rules of Procedure.

§ 1604.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact both of the Co-Chairs at least three hours in advance of the meeting and follow up with the Co-Chairs after the meeting, either with a written progress update or in an individual meeting organized by the Co-Chairs.

Skidmore College Student Government Association Rules of Procedure

Article XVII: SEC Subcommittee on Traditional Events

Approved by the Senate: April 30, 2024
Last Amended: May 19, 2025

§ 1700 Name
This subcommittee shall be called the SEC Subcommittee on Traditional Events.

§ 1701 Mission
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.

§ 1702 Procedure
The SEC Subcommittee on Campus Traditions Co-Chair for All-Class Traditions and the SEC Subcommittee on Campus Traditions Co-Chair for Senior Week shall act as Co-Chairs of the subcommittee. All members except the Co-Chairs may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Co-Chairs are allowed to vote on the topic. Committee meetings are public and visitors are welcome to attend. The SEC Subcommittee on Traditional Events shall operate in accordance with the SGA Constitution and Bylaws, the SEC Committee on Traditional Events Rules of Procedure, and the Skidmore College Honor Code.

§ 1703 Membership
The SEC Subcommittee on Traditional Events shall consist of the following: the SEC Subcommittee on Campus Traditions Co-Chair for All-Class Traditions and the SEC Subcommittee on Campus Traditions Co-Chair for Senior Week as Co-Chairs and five willingness to serve representatives who may be appointed at the Co-Chairs' discretion. The Traditional Events Co-Chairs may select a member of their subcommittee to serve as the Vice Chair.

§ 1704 Meetings
§ 1704.1 Meeting Times
The SEC Subcommittee on Traditional Events shall meet once a week or at the discretion of the Co-Chairs.

§ 1704.2 Agenda

The Co-Chairs are responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every SEC Subcommittee on Campus Events meeting.

§ 1704.3 Attendance

§ 1704.3.1 Attendance Policy

Attendance of the SEC Subcommittee on Traditional Events is mandatory; the subcommittee members listed above shall agree to meet at the discretion of the Co-Chairs as part of their responsibilities to the Skidmore College community as a leader on campus. Subcommittee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Co-Chairs submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as both of the Co-Chairs receive prior notice in accordance with § 1704.3.2 of the SEC Subcommittee on Traditional Events Rules of Procedure.

§ 1704.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact both of the Co-Chairs at least three hours in advance of the meeting and follow up with the Co-Chairs after the meeting, either with a written progress update or in an individual meeting organized by the Co-Chairs.

Skidmore College Student Government Association Rules of Procedure

Article XVIII: SEC Subcommittee on Falstaff's

Approved by the Senate: April 30, 2024
Last Amended: October 3, 2024

§ 1800 Name
This subcommittee shall be called the SEC Subcommittee on Falstaff's.

§ 1801 Mission
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.

§ 1802 Procedure
The SEC Subcommittee on Falstaff's Chair shall act as Chair of the subcommittee. All members except the Chair may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Chair is allowed to vote on the topic. Committee meetings are public and visitors are welcome to attend, but the meetings are closed when voting. The SEC Subcommittee on Falstaff's shall operate in accordance with the SGA Constitution and Bylaws, the SEC Committee on Falstaff's Rules of Procedure, and the Skidmore College Honor Code.

§ 1803 Membership
The SEC Subcommittee on Falstaff's shall consist of the following: the SEC Subcommittee on Campus Falstaff's Chair as Chair and five willingness to serve representatives who may be appointed at the Chair's discretion. The Falstaff's chair may select a member of their subcommittee to serve as the Vice Chair.

§ 1804 Meetings
§ 1804.1 Meeting Times
The SEC Subcommittee on Falstaff's shall meet once a week or at the discretion of the Chair.

§ 1804.2 Agenda
The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every SEC Subcommittee on Falstaff's meeting.

§ 1804.3 Attendance

§ 1804.3.1 Attendance Policy

Attendance of the SEC Subcommittee on Falstaff's is mandatory; the subcommittee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Subcommittee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 1804.3.2 of the SEC Subcommittee on Falstaff's Rules of Procedure.

§ 1804.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

Skidmore College Student Government Association Rules of Procedure

Article XIX: Presidents Council

Approved by the Senate: April 30, 2024
Last Amended: May 19, 2025

§ 1900 Name
This SGA body shall be called the Presidents Council.

§ 1901 Mission
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.

§ 1902 Procedure
The Vice President for Club Affairs shall act as Chair of Presidents Council. The Vice President for Financial Affairs shall act as Vice Chair of Presidents Council. All members except the Chair may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Chair is allowed to vote on the topic. Meetings are public and visitors are welcome to attend. Presidents Council shall operate in accordance with the SGA Constitution and Bylaws, the Presidents Council Rules of Procedure, and the Skidmore College Honor Code.

§ 1903 Membership
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.

§ 1904 Meetings
§ 1904.1 Meeting Times
Presidents Council shall meet once a semester or at the discretion of the Chair.

§ 1904.2 Agenda
The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every Presidents Council meeting.

§ 1904.3 Attendance

§ 1904.3.1 Attendance Policy

Attendance of the Presidents Council is mandatory; the Council members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Council members are not permitted absences. An absence will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 1904.3.2 of the Presidents Council Rules of Procedure.

§ 1904.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

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