

The Skidmore College Student Body Constitution

We, the Students of Skidmore College, commit ourselves to the promotion of student governance, responsible citizenship, and academic excellence. While we operate under the authority granted by the Board of Trustees, our power to act, by necessity, comes from the Student Body itself. We seek to empower ourselves and serve as members of this College Community.

We shall advance the rights and privileges of students, the people for whom this College exists, and inspire ourselves to form an inclusive, accountable, and sustainable government.

We embrace our position and our duty while acknowledging that we are members of a community with diverse interests. We shall work to further the educational mission of Skidmore College by dedicating ourselves to participation in shared College governance.

Considering these goals, we do hereby reform and reconstruct the Student Government Association of Skidmore College in accordance with the following articles.

Article I: Mission and Standards

Section 1.

Our place is to assert our position and our rights while acknowledging that we are members of a community. Students have both privileges and obligations, and while this Constitution asserts certain rights of Students, we acknowledge that the larger community demands a commitment to a shared mission. This Constitution is not a document in which specific by-laws or procedures shall be found, but rather one of principles that must lead the Student Body and outline a structure of governance.

The rights listed by the *Student Handbook* which are here incorporated, in addition to rights listed independently of the *Student Handbook*, are the duty of the Student Government Association (SGA) to establish and defend:

1. As members of the Skidmore community, Students enjoy freedom of speech, peaceful assembly, the press, and religion, and the right to petition, limited only by protection of property, safety, and mutual respect.

2. Freedom of Association and Participation

- A. Students have the right to participate in the formulation of College policy by serving as members of appropriate committees.

- B. Membership in all SGA clubs and organizations, including those affiliated with outside organizations, must be open to students who meet the criteria set forth in the respective charters and the Club Policies and Procedures.

C. Students with voting rights are eligible to hold elected or willingness-to-serve SGA Officer positions, on the condition of their good academic and social standing and a minimum current GPA of 2.5. Students are expected to self-regulate and report their violations of membership requirements.

D. Students have the right to free and fair elections, or, when appropriate, a fair appointment and selection process to become SGA Officers.

E. SGA shall ensure that all students petitioning, bringing initiatives, or otherwise participating in the policy-making or judicial process be treated with fundamental standards of fairness and guaranteed equal protection of policy.

3. Freedom of Inquiry and Speech

A. Students, independently and collectively, are free to examine and discuss all questions of interest. Students are free to support all causes through peaceful means and to debate opinions both publicly and privately.

B. Skidmore students may invite and hear the views and ideas of any person as long as the safety of all parties is ensured and applicable laws are followed.

C. The institutional control of campus facilities, subject to the reasonable expectations that are consistent with the primacy of courses and classroom settings, cannot be used as a device of censorship of the viewpoints of students or the content of speech, with the understanding that principles of academic freedom and open debate do not exempt any student from legal restrictions.

4. Rights that are not specifically herein granted but are not prohibited by applicable College policy shall belong to the Student Body.

5. These standards shall be the guiding principles of all actions taken by SGA and its officers. It is the responsibility of SGA as an organization to enforce these principles.

Section 2: Membership

1. Voting and Participation Rights

A. All matriculated students at Skidmore College are subject to this Constitution.

B. All Students who pay the Student Activity Fee are entitled to participate in SGA as voters in all elections conducted by SGA. All such Students who also meet academic and social standing requirements may be candidates for SGA office. Students must not be studying off-campus to hold an officer position.

2. Officer Definition

A. SGA Officers are defined as any student who is elected or appointed to a position on SGA by the Student Body, or by a representative entity of SGA that is elected by the Student Body, excluding clubs.

i. No student may hold multiple seats on any single committee, including the Senate.

B. Club Officers are not SGA Officers, but an individual student may be both an SGA Officer and Club Officer.

- i. Clubs may define their own leadership and officers, subject to the approval of the Senate and appropriate committees. Club Officers are subject to this Constitution, as well as all applicable rules, bylaws, and procedures.

Article II: Legislative

The legislative authority of SGA shall be vested in one Senate. The Senate shall implement programs and policies to establish and maintain the conditions of community life conducive to academic excellence, responsible citizenship, and individual growth.

1. The Membership of the Senate shall be: The SGA President as Chair, each member of the Executive Committee excluding the Executive Vice President, each Class President, and Four Class Senators from each current class of the College. In addition, each individual living area shall be represented by at least one Residential Senator. Senators shall be elected by their constituency, as defined in applicable bylaws and this Constitution. The Chair shall not vote on matters of Senate business.

A. Class Senators shall serve as representatives of their class on the Senate, while also serving SGA and the institution as a whole. They are elected directly by their class.

B. Class Presidents are the primary advocate for the interests of the members of their class. They are elected directly by their class.

C. Residential Senators shall represent the interests of their specific constituency and work towards building cohesive communities where they live. Each living area must be represented by at least one Senator. Each Senator must be a current resident of the specific area they represent, and if they should move during the year, they shall forfeit their position. Senate must, by amendment to membership provisions in applicable bylaws, amend the number of Senators to reflect changes in the college residential structure. Until such a time, there shall be one Senator from each Residence Hall except Jonsson Tower, two from Jonsson Tower, two each from Sussman and Northwoods villages, and two residing off-campus.

2. The Senate shall have the authority to discuss, debate, and legislate on matters concerning:

A. The SGA bylaws, with the authority to amend any bylaw with the passage of a resolution by at least a 2/3rds majority

B. Student life

C. The chartering and de-chartering of clubs, the oversight of Club affairs and policies, and the creation or dissolution of all clubs, committees, and organizations

D. The Student Activity Fee, SGA Finances, and the Annual Operating Budget

E. SGA's support or opposition to any issue deemed important to students

F. Institutional policy

G. The membership and rules of the Senate Body, in accordance with the stipulations of this Constitution

H. Internal regulation and oversight of SGA Committee, Club, and organization stipulations on membership, by-laws, operating procedures, authority, or mission

I. Awareness of and communication with the Student Body on matters of importance

- J. The confirmation, by 2/3rds majority vote, of officers appointed by the SGA President and Executive Committee
 - K. Acts vetoed by the President, with the authority to override a veto by a 4/5ths majority vote
3. The Senate has the power to create and dissolve SGA committees, organizations, and other entities not specifically outlined in this constitution
- A. Senate must ensure that all have current by-laws, operating codes, and membership provisions
 - B. Senate must provide for committee membership, budget status, by-laws, and other procedures. The membership of all committees shall be defined by their respective operating codes.
 - C. Senate must provide, at least, for groups on: budget and finance, to oversee the allocation of SGA funds with Senate's oversight; club affairs, to oversee all clubs and organizations, and new club chartering subject to Senate's approval; inclusion, for issues of inclusion and diversity practices; student life, to promote student issues and student policy College-wide; academic affairs, to engage students with the educational mission of the College and represent students to the Faculty; student events; Willingness-to-Serve coordination; and elections.
 - D. The groups listed above may be renamed, consolidated, or otherwise amended as long as the issue areas remain accounted for by some SGA entity. All other committees are entirely subject to the vote and oversight of Senate.
4. The Senate may create its own officer positions for the purpose of its internal leadership. These positions may hold with responsibilities defined by a vote of the Senate, and these officers must be elected as current members of Senate. While the SGA President shall serve as chair of Senate, Senate may empower its members through the creation of such positions to lead, coordinate, or chair certain discussions or certain agenda items on a recurring basis.
5. The Senate may allocate seats on every SGA committee to be filled through a Willingness-to-Serve process. Seats left unfilled by regular elections may also be filled through the Willingness-to-Serve process, subject to requirements set by appropriate bylaws.

Article III: Executive

The Executive power of SGA shall be vested jointly in the SGA President and the Executive Committee. Each shall work together to perform executive functions, but each also has separate jurisdiction, expectations, and powers. Other Executive Officers shall oversee the functions of SGA in coordination with the President and Executive Committee to assist in the administration of SGA.

Section 1. SGA President

The SGA President shall be the highest ranking officer of SGA. They shall be the primary spokesperson and advocate of the student body.

- 1. The President shall:
 - A. Enforce the rights, standards, procedures, and obligations of this Constitution.
 - B. Enforce and implement all decisions and policies made by the Senate, Executive Committee, or other SGA entity, provided the policy or decision is in accordance with this Constitution and College policy. The President may veto acts of the Senate, only after consulting with the Executive Committee and delivering specific objections to the Senate within ten days in which

- classes are held of an act's passage. A veto may be overridden by a 4/5ths majority of the Senate.
- C. Appoint students to fill temporary vacancies of students on all SGA Committees, All-College Committees, Faculty Committees, and other positions.
- D. Advise all SGA Officers.
- E. Certify all SGA elections, having consulted with the groups and campus offices designated to oversee elections.
- F. Bring issues of student importance to the Administration, the College President, and the Board of Trustees.
- G. Bring issues of importance from the Administration, the College President, and Board of Trustees to the Student Body.
- H. Chair the Senate, Executive Committee, and Judicial Board.
- I. Sit on SGA and College Committees as dictated by SGA and Institutional bylaws and operating codes.

2. Succession of the Presidency

- A. In case of the President's inability to fulfill the duties of the office on a temporary basis, such as by personal emergency or illness, the Executive Vice President shall become Acting President until such a time when the President declares to the Executive Committee in writing their ability to resume the responsibilities of the office.
- B. If the President is unable to complete their term, such as through removal from office or resignation, the Executive Vice President shall become Interim President until the seat is filled by an election of the Student Body.
 - ii. If the Executive Vice President is unable to assume the duties of Interim or Acting President, other members of the Executive Committee in descending Constitutional succession shall become the Interim or Acting President until the seat is filled by an election of the Student Body. The President may, with the consent of 2/3rds of the Senate, appoint students to fill vacancies on the Executive Committee created by such a process.
 - ii. If the Interim President fills the Presidency at a point during the academic year when there is insufficient time to hold an election for the permanent position of President, the Interim President shall complete the term of the President. Such a time is defined as a vacancy that begins within eight weeks of the last day of classes in an academic year, unless the Senate, by a vote of at least 4/5ths, approves another time.

Section 2. The Executive Committee

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

- 1. The Executive Committee consists of: the SGA President as Chair, the Executive Vice President, the Vice President for Academic Affairs, the Vice President for Financial Affairs, the Vice President for Student Life, the Vice President for Club Affairs, the Vice President for Inclusion and Outreach, and the Senior Class President. This list of Executive Committee positions reflects the order of succession.
 - A. Each member shall oversee the issue area of SGA that corresponds to their title.
 - B. Each member shall sit on and/or chair other SGA, Faculty, or all-College Committees as

dictated by SGA, Faculty, or all-College policy.

C. Each member shall have the opportunity to sit as an ex-officio of every SGA committee

D. The Executive Vice President shall act as the designee of the President when appropriate, oversee the coordination of new initiatives, and be responsible for the sustainability of initiatives within SGA as a whole.

2. The Executive Committee shall:

A. Liaise with College Administration and President, Faculty, and other bodies inside and outside of the College.

B. In the absence of the Senate, have the authority to make decisions on behalf of SGA.

C. Advise, administer, and lead the direction and policy-making process of the Senate.

D. Submit recommendations and policies to the SGA Judicial Board, Senate, Faculty, the College Administration and President any College governance group, and the Board of Trustees.

E. When appropriate, request reports from SGA Officers, Clubs, Committees, or other SGA entities for the purpose of gathering information and making informed policy decisions.

F. Create and amend its operating codes independently of Senate, subject to review by the Judicial Board to ensure compliance with the Constitution and other bylaws.

Section. 3 Executive Operations Officers

The President shall, with the consent a majority of the Executive Committee, appoint students as Executive Operations Officers to fill positions created in appropriate bylaws by the Senate. The Senate is empowered to appropriate funds to provide stipends to students who fill these positions. Until and unless the Senate decides otherwise, there shall be: a Director of Operations and a Director of Communications. These officers shall constitute an Executive Council, which shall report to the Executive Committee on matters of the administration of SGA.

Section. 4 Executive Commissioners

The Senate may approve a charge for other Executive Officers who do not sit on the Executive Committee, but who shall report directly to the Executive Committee. These commissioners shall be appointed by the SGA President and approved by a 3/4ths majority of the Senate. Until and unless the Senate otherwise decides, appropriate bylaws shall provide for: a Sustainability Commissioner, to promote Skidmore's sustainability interests and chair a commission on sustainability; and an Elections Commissioner, to oversee all SGA elections and chair an elections commission. Commissioners shall report to the Executive Committee on the business of their commissions and the administration of SGA.

Article IV: Judicial

The Judicial power of SGA shall be vested in a Judicial Board and an Appeals Board. This board shall work to guarantee every student is treated with fundamental standards of fairness and guaranteed fair representation in all SGA matters.

1. The judicial authority shall extend to; judicial review of all legislative and executive acts; investigations and hearings on all matters affecting student life; interpretation of existing SGA policy; removal of SGA Officers; revocation of committee and club charters; and suspension of SGA funds. The SGA Judicial Board will meet as deemed necessary by the SGA Executive Committee, or by members of

the board, as outlined in the Judicial Board Operating Codes. All Judicial Board decisions are subject to appellate review by the Appeals Board.

2. The SGA Judicial Board consists of the following: the SGA President, all members of the Executive Committee, each Class President, one student appointed by the SGA President and confirmed by Senate as the Appeals Board Chair and, and five members of the Senate appointed by the SGA Executive Committee and confirmed by Senate.

A. In all judicial proceedings, members of Judicial Board who are also a party of a particular case, or those who have a financial or personal interest in its outcome, must recuse themselves from consideration and decision of the case. The President shall appoint students to fill temporary vacancies created by recusal.

3. Each individual hearing shall be conducted by a board consisting of the Chair, five members of Executive Committee, two Class Presidents, and three Senators. The SGA President shall Chair the first hearing of each case, and the Appeals Board Chair shall Chair Appeals Board. With the exception of the Chair, the presiding board shall be selected through separate random lotteries for each of the following groups: Executive Committee members excluding the Senior Class President, all four Class Presidents, and the Senators appointed to Judicial Board. Members not selected to hear the first Case shall sit on the Appeals Board, if necessary. The members who hear the original case and those who sit on Appeals Board are re-selected for each case.

4. The Senate shall maintain the operating codes of the Judicial Board.

Article V: The Inter-Class Council

1. The Inter-Class Council shall foster intra and inter class unity through events and class outreach, and it shall put on events for the Student Body and the College community. The council shall be chaired by the Senior Class President.

2. Each Class shall have a Class Council, which shall report to the Interclass Council. Each class council shall consist of a Class President and other class officers as the Senate sees fit.

Article VI: Impeachment and Removal from Office

1. Any member of the Skidmore Community with SGA voting rights has the power to initiate an impeachment process to remove any SGA officer. Impeachment proceedings are initiated upon submission to the Executive Committee of a written or electronic petition signed by 1/6th of an officer's constituency, accompanied by a letter outlining the reasons for removal. Once the Executive Committee has received the signed petition, the SGA Judicial Board process shall begin. Once convened, the Judicial Board may then, according to its Constitutional authority and operating procedures, vote to remove said officer.

2. SGA and Club officers may be removed from their position or otherwise sanctioned by the Judicial Board for serious or repeated violations of SGA policy, College policy, and/or the law. The Executive Committee is not required to receive a signed petition to initiate removal proceedings for a breach of applicable laws and policies.

Article VII: Amendment

1. Any part of this constitution is subject to amendment, which requires a 5/6th majority of the SGA Senate body and a 3/4th majority of a vote of the Student Body.
2. 1/3rd of the student body, through a signed petition delivered to the Executive Committee, may have an amendment placed on ballot of the next student-wide election. If the amendment receives a 3/4ths majority of the student body in that vote, the Senate may ratify the amendment by a 5/6th majority vote.
3. Amendments shall be listed within the document in the appropriate section replacing preexisting text when necessary, with a notation to indicate the date of ratification of the amendment. Amendments take precedence over pre-existing text.

Article VIII: Officer Tenure and Transition

1. The terms of all SGA officers elected or appointed to serve during an academic year shall end at 4:20pm on the first weekday following Skidmore College Commencement of that academic year, regardless of when the position is filled. At 4:20pm, on that day, the following academic year's officer terms begin.
2. The Senate must, through applicable bylaws, provide for other considerations and situations related to officers' terms and transitions of power.
3. Clubs officer term stipulations must abide by applicable club policies and procedures.

Article IX: Status of the Constitution

1. This Constitution supersedes and establishes all SGA by-laws, operating codes, and procedures.
2. To the extent of SGA's status within the institutional governance structure, this Constitution also applies to bylaws and operating codes for which this constitution provides.
3. The Student Government Association acknowledges that it is but one part of a larger shared governance structure and community, and this Constitution should not be used as a device to undermine the larger institutional structure.

Article X: Ratification

This Constitution must be approved by the Institutional Policy and Planning Committee, endorsed by the Board of Trustees, approved by a ¾ majority of the SGA Senate, and ratified by a ⅔ majority of the student body provided at least 800 members vote.

Approved by the Twenty-Fifth Student Government Association Senate: **January 27, 2015**

Approved by the Institutional Policy and Planning Committee: **January 30, 2015**

Skidmore College Student Government Association Bylaws

Title I: System of Bylaws

Approved by the SGA Senate: March 24, 2015

Last Amended: March 24, 2015

§ 100 Jurisdiction

All students who serve as officers or agents of the Student Government Association (SGA), or any SGA club or organization, in any capacity, must comply with all SGA Bylaws, the Student Body Constitution and all applicable laws. Deliberate failure to comply shall be grounds for removal from office.

§ 101 Bylaw format

Each bylaw shall be arranged numerically and by title in the following format:

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

§ 102 Amendment

102.1 The Student Senate has the legislative authority to amend the SGA bylaws. The legislative process shall be defined in Title II: The Legislative Branch.

§ 103 Maintenance of Bylaws

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

**Skidmore College Student Government Association
Bylaws**

Title II: The Legislative Branch

Adopted by the SGA Senate: March 31, 2015

Last Amended: April 19, 2016

§ 200 Legislative Authority

Granted to the Student Senate and its committees by Article II of the Student Body Constitution

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

- A. The SGA bylaws, with the authority to amend any bylaw with the passage of a resolution by at least a 2/3 majority.
- B. Student Life
- C. The Chartering and De-Chartering of clubs, the oversight of Club Affairs and Policies, and the creation or dissolution of all clubs, committees, and organizations.
- D. The Student Activity Fee, SGA Finances, and the Annual Operating Budget
- E. SGA's Support or Opposition to any issue deemed important to students
- F. Institutional Policy
- G. The membership and rules of the Senate Body, in accordance with the stipulations of the Student Body Constitution
- H. Internal regulation and oversight of SGA Committee, Club, and organization stipulations on membership, by-laws, operating procedures, authority, or mission.
- I. Awareness of and communication with the student body on matters of importance
- J. The confirmation, by 2/3 majority vote, of officers appointed by the President and Executive Committee.

§ 201 The Legislative Process

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

- 201.1 The Senate must pass all resolutions by at least a two-thirds majority of members present. Specific stipulations in other sections of these bylaws may allow for higher required majorities to pass certain types of legislation.
- 201.2 The President may, within 10 days during which classes are held after a resolution's passage, veto any resolution of the Senate by delivering specific objections to the Senate in writing. The Senate may, by a four-fifths majority, override a veto. The President must accept such a resolution that constitutes an override.
- 201.3 The Executive Committee shall strongly recommend, and when appropriate, require, that a resolution be approved by a relevant committee, commission, or other SGA group before the item shall be placed on a Senate agenda for a vote.
- 201.4 All resolutions passed by the Senate and accepted by the President shall be entered into an electronic database (Datastor) by the SGA Executive Vice President with the oversight of the President.
- 201.5 For all resolutions passed by the Senate and accepted by the President that amend any section of the SGA Bylaws, the Executive Vice President, with oversight from the President, shall enter the relevant amendments.
- 201.6 Senate agendas, minutes, resolutions, and voting records associated with all resolutions that come to a vote in Senate shall be public information, to be posted online by the Executive Vice President.

§ 202 Senate Membership

The Membership of the Senate consists of the following representatives from the following constituencies. Each member is responsible for representing the interests of their constituency and serving the Student Body as a whole. The Senate shall consist of:

- A. The SGA President as Chair.
- B. Members of the Executive Committee, excluding the Executive Vice President.
- C. Each Class President
- D. Four First-Year Senators, who must be current members of the First-Year Class
- E. Four Sophomore Senators, who must be current Sophomores.
- F. Four Junior Senators, who must be current Juniors.
- G. Four Senior Senators, who must be current Seniors.
- H. One Senator from each on-campus Residence Hall except Jonsson Tower
- I. Two Senators from Jonsson Tower
- J. Two Senators from Sussman Village

- K. Two Senators from Northwoods Village
- L. Two Senators residing off-campus

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

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

202.3 Residential Senators

Residential Senators shall represent the interests of their specific constituency and work towards building cohesive communities where they live. In addition to responsibilities associated with serving on the Senate, they shall:

- A. Host community building events and initiatives within their residential areas
- B. Represent their constituency but not hold authority over their living area.
- C. Liaise with the Office of Residential Life when appropriate to advocate for their constituents.
- D. Consult with the Vice President for Student Life to coordinate residential initiatives
- E. Meet monthly as a group to discuss issues of their constituents, provide a forum for dialog and advising among Residential Area Senators

202.4 Attendance of the Executive Vice President

The Executive Vice President is expected to attend all meetings of the Senate that contain any agenda items that relate directly to their position, any initiatives related to their job, and/or items that are of a particular importance to SGA or the College. The SGA President may compel the attendance of the Executive Vice President at any Senate meeting, provided the President provides at least 36 hours of advance warning under normal circumstances.

202.5 Changing Residence Halls

If a member of the Senate body changes class year or residence, Senate shall vote by secret ballot on the change of their position to the new class or residence area. If there are no open positions as a class senator or for their residence area, the SGA President can create a temporary position as an additional class senator in order to avoid losing a senator for unavoidable reasons. Senate shall vote by secret ballot on this change. If a position becomes available in their class or residence area, they will take that spot and the temporary position will be nullified. Even if the position is vacant, Senators may not become President of their respective class through this process as this policy only applies to positions run through Willingness to Serve (see 601.1 e: Elections Cycles).

§ 203 Senate Officer Positions.

Senate Officers are elected members of the Senate who serve specific leadership functions to ensure proper functioning and development of the Senate itself. At the beginning of each term, the Senate shall elect, through a process of self-nomination followed by secret balloting won by plurality, the following positions:

- A. Senate Parliamentarian. This role is defined in Senate Rules (see § 204)
- B. Senior Residential Senator: Shall coordinate monthly meetings of Residential Senators, and advise and mentor Residential Senators on all matters related to their position. This Senator shall also sit on the Committee on Student Life.

§ 204 Senate Rules

The Senate rules and parliamentary procedures (“Senate Rules”) shall be maintained and distributed to the Senate by the Executive Committee. Amendments require a 4/5th majority approval of the Senate, subject to the veto process of § 201.2

§ 205 Senate Committees

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

205.1 All Senators must fulfill a Senate Committee requirement. The Executive Committee shall assign Senators to committees for a full academic year by taking Senators’ preferences into consideration. Failure to attend assigned committees may be considered grounds for removal from office. Senators may ask to sit on additional committees, provided there is space on those committees.

205.2 Senate Committee requirements shall be:

- A. Executive Committee members: No additional Senate Committee requirement in addition to duties listed in Title III
- B. Class Presidents: One Committee in addition to Inter-Class Council (See Title V)
- C. First Year, Sophomore, Junior, and Senior Senators: Two Committees
- D. All Residential Area Senators: Two Committees

205.3 The Senate Committees are:

205.31 Academic Council (AC)

Academic Council (AC) shall act as the chief liaison between students and Academic Affairs. AC shall create discourse surrounding academic life at Skidmore, program academic events, address academic concerns, make policy recommendations to the Senate, and forge positive

relationships with faculty, staff, and administrators. AC shall consist of the following: the Vice President for Academic Affairs as Chair, six members that may be drawn from Senate or ICC in any combination, the student representatives who sit on faculty committees, and up to two students (known as Academic Representatives) from each academic division of the College (Arts, Humanities, Pre-Professional, Sciences, and Social Sciences). The Academic Representatives will be drawn from the Department/Program Representatives of the academic departments and programs throughout the college, and shall be selected through the Willingness-to-Serve Process. Academic Representatives will advocate for the diverse needs of students across the college, just as the Senators shall be responsible for communicating relevant Senate business to AC. The Academic Council chair may select a member of their committee to serve as the Vice Chair. AC shall count as one Senate committee requirement.

205.32 Budget and Finance Committee (B&F)

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

205.33 Club Affairs Committee (CAC)

The Club Affairs Committee (CAC) shall act as liaison between all SGA clubs and the Senate. CAC shall enforce the CAC Policies and Procedures, encourage collaboration between clubs, advise potential club presidents through the charting process, grant and review trial periods, and make recommendations to Senate for all club charters and de-charters. CAC shall consist of the following: the Vice President for Clubs Affairs as Chair, the Vice President for Financial Affairs, seven SGA representatives, two Presidents Council representatives, and two additional representatives appointed through the Willingness-to-Serve process. CAC shall count as one Senate committee requirement.

205.34 Committee on Inclusion and Outreach (CIO)

The Committee on Inclusion and Outreach (CIO) shall be a liaison between Senate and the Student Body, coordinate SGA outreach campaigns, and it shall support campus initiatives around issues of inclusion and social justice. It shall prioritize ensuring that all SGA practices and events are inclusive of diverse perspectives, and advising all SGA officers on the proper inclusion of student voice in decision-making. CIO shall consist of the following: the Vice President for Inclusion and Outreach as Chair, the Executive Vice President, seven SGA

representatives, and three additional representatives appointed through the Willingness-to-Serve process. One of these positions will be reserved for a first-year student. CIO shall count as one Senate committee requirement.

205.35 Committee on Student Life (CSL)

The Committee on Student Life shall be an active body that promotes the highest quality standard of student life for students during the academic year and summer sessions. CSL shall work collaboratively to oversee the creation of new executive commissions and coordinate their initiatives. They will also work collaboratively with the various departments as an advisory board that discusses campus initiatives related to student life. These departments include, but are not limited to: Student Affairs Office; Office of Residential Life; Dining Services; Health Services; etc. CSL shall focus on policies and initiatives throughout the campus that directly affect students. CSL shall consist of: The Vice President for Student Life as Chair, Executive Vice President as Vice Chair, all Commissioners, all Residential Area Senators, and up to five other SGA representatives.

- A. Participation on SGA Commissions may count as CSL activity at the discretion of the Chair, as outlined in the CSL Operating Codes.

205.36 Committee on Communications and Operations (C.OP.)

The Committee on Communications and Operations (C.OP.) shall aid the Executive Vice President with the management of SGA's social media platforms. C.OP.'s primary purpose will be to inform the student body of goings on in SGA through the creation of weekly social media posts. C.OP. shall coordinate with all SGA committees and Class Councils for the purpose of promoting SGA events. C.OP. shall consist of the Executive Vice President as Chair, the Vice President for Inclusion and Outreach, the SGA President, the Elections Commissioner, and three SGA representatives.

§ 206 Additional Committees that Satisfy the Senate Committee Requirement

Service on the following all-College and Faculty committees satisfies one committee requirement:

- A. Any Subcommittee of the Institutional Policy Planning Committee (IPPC), including: the Committee on Intercultural and Global Understanding, the Campus Sustainability Subcommittee, IPPC-Budget and Finance, and IPPC-Student Affairs
- B. Committee on Academic Freedom and Rights (CAFR)
- C. Athletic Council
- D. Committee on Educational Policy and Planning (CEPP)
- E. Curriculum Committee (CC)
- F. Committee on Academic Standing (CAS)
- G. Skidmore Shop Advisory Committee

H. Events Council Subcommittees with seats reserved for Senators, including: Late Night, Traditions Committee, and Falstaffs Operating Committee.

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

**Skidmore College Student Government Association
Bylaws**

Title II: The Legislative Branch

Adopted by the SGA Senate: March 31, 2015

Last Amended: April 19, 2016

§ 200 Legislative Authority

Granted to the Student Senate and its committees by Article II of the Student Body Constitution

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

- A. The SGA bylaws, with the authority to amend any bylaw with the passage of a resolution by at least a 2/3 majority.
- B. Student Life
- C. The Chartering and De-Chartering of clubs, the oversight of Club Affairs and Policies, and the creation or dissolution of all clubs, committees, and organizations.
- D. The Student Activity Fee, SGA Finances, and the Annual Operating Budget
- E. SGA's Support or Opposition to any issue deemed important to students
- F. Institutional Policy
- G. The membership and rules of the Senate Body, in accordance with the stipulations of the Student Body Constitution
- H. Internal regulation and oversight of SGA Committee, Club, and organization stipulations on membership, by-laws, operating procedures, authority, or mission.
- I. Awareness of and communication with the student body on matters of importance
- J. The confirmation, by 2/3 majority vote, of officers appointed by the President and Executive Committee.

§ 201 The Legislative Process

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

- 201.1 The Senate must pass all resolutions by at least a two-thirds majority of members present. Specific stipulations in other sections of these bylaws may allow for higher required majorities to pass certain types of legislation.
- 201.2 The President may, within 10 days during which classes are held after a resolution's passage, veto any resolution of the Senate by delivering specific objections to the Senate in writing. The Senate may, by a four-fifths majority, override a veto. The President must accept such a resolution that constitutes an override.
- 201.3 The Executive Committee shall strongly recommend, and when appropriate, require, that a resolution be approved by a relevant committee, commission, or other SGA group before the item shall be placed on a Senate agenda for a vote.
- 201.4 All resolutions passed by the Senate and accepted by the President shall be entered into an electronic database (Datastor) by the SGA Executive Vice President with the oversight of the President.
- 201.5 For all resolutions passed by the Senate and accepted by the President that amend any section of the SGA Bylaws, the Executive Vice President, with oversight from the President, shall enter the relevant amendments.
- 201.6 Senate agendas, minutes, resolutions, and voting records associated with all resolutions that come to a vote in Senate shall be public information, to be posted online by the Executive Vice President.

§ 202 Senate Membership

The Membership of the Senate consists of the following representatives from the following constituencies. Each member is responsible for representing the interests of their constituency and serving the Student Body as a whole. The Senate shall consist of:

- A. The SGA President as Chair.
- B. Members of the Executive Committee, excluding the Executive Vice President.
- C. Each Class President
- D. Four First-Year Senators, who must be current members of the First-Year Class
- E. Four Sophomore Senators, who must be current Sophomores.
- F. Four Junior Senators, who must be current Juniors.
- G. Four Senior Senators, who must be current Seniors.
- H. One Senator from each on-campus Residence Hall except Jonsson Tower
- I. Two Senators from Jonsson Tower
- J. Two Senators from Sussman Village

- K. Two Senators from Northwoods Village
- L. Two Senators residing off-campus

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

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

202.3 Residential Senators

Residential Senators shall represent the interests of their specific constituency and work towards building cohesive communities where they live. In addition to responsibilities associated with serving on the Senate, they shall:

- A. Host community building events and initiatives within their residential areas
- B. Represent their constituency but not hold authority over their living area.
- C. Liaise with the Office of Residential Life when appropriate to advocate for their constituents.
- D. Consult with the Vice President for Student Life to coordinate residential initiatives
- E. Meet monthly as a group to discuss issues of their constituents, provide a forum for dialog and advising among Residential Area Senators

202.4 Attendance of the Executive Vice President

The Executive Vice President is expected to attend all meetings of the Senate that contain any agenda items that relate directly to their position, any initiatives related to their job, and/or items that are of a particular importance to SGA or the College. The SGA President may compel the attendance of the Executive Vice President at any Senate meeting, provided the President provides at least 36 hours of advance warning under normal circumstances.

202.5 Changing Residence Halls

If a member of the Senate body changes class year or residence, Senate shall vote by secret ballot on the change of their position to the new class or residence area. If there are no open positions as a class senator or for their residence area, the SGA President can create a temporary position as an additional class senator in order to avoid losing a senator for unavoidable reasons. Senate shall vote by secret ballot on this change. If a position becomes available in their class or residence area, they will take that spot and the temporary position will be nullified. Even if the position is vacant, Senators may not become President of their respective class through this process as this policy only applies to positions run through Willingness to Serve (see 601.1 e: Elections Cycles).

§ 203 Senate Officer Positions.

Senate Officers are elected members of the Senate who serve specific leadership functions to ensure proper functioning and development of the Senate itself. At the beginning of each term, the Senate shall elect, through a process of self-nomination followed by secret balloting won by plurality, the following positions:

- A. Senate Parliamentarian. This role is defined in Senate Rules (see § 204)
- B. Senior Residential Senator: Shall coordinate monthly meetings of Residential Senators, and advise and mentor Residential Senators on all matters related to their position. This Senator shall also sit on the Committee on Student Life.

§ 204 Senate Rules

The Senate rules and parliamentary procedures (“Senate Rules”) shall be maintained and distributed to the Senate by the Executive Committee. Amendments require a 4/5th majority approval of the Senate, subject to the veto process of § 201.2

§ 205 Senate Committees

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

205.1 All Senators must fulfill a Senate Committee requirement. The Executive Committee shall assign Senators to committees for a full academic year by taking Senators’ preferences into consideration. Failure to attend assigned committees may be considered grounds for removal from office. Senators may ask to sit on additional committees, provided there is space on those committees.

205.2 Senate Committee requirements shall be:

- A. Executive Committee members: No additional Senate Committee requirement in addition to duties listed in Title III
- B. Class Presidents: One Committee in addition to Inter-Class Council (See Title V)
- C. First Year, Sophomore, Junior, and Senior Senators: Two Committees
- D. All Residential Area Senators: Two Committees

205.3 The Senate Committees are:

205.31 Academic Council (AC)

Academic Council (AC) shall act as the chief liaison between students and Academic Affairs. AC shall create discourse surrounding academic life at Skidmore, program academic events, address academic concerns, make policy recommendations to the Senate, and forge positive

relationships with faculty, staff, and administrators. AC shall consist of the following: the Vice President for Academic Affairs as Chair, six members that may be drawn from Senate or ICC in any combination, the student representatives who sit on faculty committees, and up to two students (known as Academic Representatives) from each academic division of the College (Arts, Humanities, Pre-Professional, Sciences, and Social Sciences). The Academic Representatives will be drawn from the Department/Program Representatives of the academic departments and programs throughout the college, and shall be selected through the Willingness-to-Serve Process. Academic Representatives will advocate for the diverse needs of students across the college, just as the Senators shall be responsible for communicating relevant Senate business to AC. The Academic Council chair may select a member of their committee to serve as the Vice Chair. AC shall count as one Senate committee requirement.

205.32 Budget and Finance Committee (B&F)

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

205.33 Club Affairs Committee (CAC)

The Club Affairs Committee (CAC) shall act as liaison between all SGA clubs and the Senate. CAC shall enforce the CAC Policies and Procedures, encourage collaboration between clubs, advise potential club presidents through the charting process, grant and review trial periods, and make recommendations to Senate for all club charters and de-charters. CAC shall consist of the following: the Vice President for Clubs Affairs as Chair, the Vice President for Financial Affairs, seven SGA representatives, two Presidents Council representatives, and two additional representatives appointed through the Willingness-to-Serve process. CAC shall count as one Senate committee requirement.

205.34 Committee on Inclusion and Outreach (CIO)

The Committee on Inclusion and Outreach (CIO) shall be a liaison between Senate and the Student Body, coordinate SGA outreach campaigns, and it shall support campus initiatives around issues of inclusion and social justice. It shall prioritize ensuring that all SGA practices and events are inclusive of diverse perspectives, and advising all SGA officers on the proper inclusion of student voice in decision-making. CIO shall consist of the following: the Vice President for Inclusion and Outreach as Chair, the Executive Vice President, seven SGA

representatives, and three additional representatives appointed through the Willingness-to-Serve process. One of these positions will be reserved for a first-year student. CIO shall count as one Senate committee requirement.

205.35 Committee on Student Life (CSL)

The Committee on Student Life shall be an active body that promotes the highest quality standard of student life for students during the academic year and summer sessions. CSL shall work collaboratively to oversee the creation of new executive commissions and coordinate their initiatives. They will also work collaboratively with the various departments as an advisory board that discusses campus initiatives related to student life. These departments include, but are not limited to: Student Affairs Office; Office of Residential Life; Dining Services; Health Services; etc. CSL shall focus on policies and initiatives throughout the campus that directly affect students. CSL shall consist of: The Vice President for Student Life as Chair, Executive Vice President as Vice Chair, all Commissioners, all Residential Area Senators, and up to five other SGA representatives.

- A. Participation on SGA Commissions may count as CSL activity at the discretion of the Chair, as outlined in the CSL Operating Codes.

205.36 Committee on Communications and Operations (C.OP.)

The Committee on Communications and Operations (C.OP.) shall aid the Executive Vice President with the management of SGA's social media platforms. C.OP.'s primary purpose will be to inform the student body of goings on in SGA through the creation of weekly social media posts. C.OP. shall coordinate with all SGA committees and Class Councils for the purpose of promoting SGA events. C.OP. shall consist of the Executive Vice President as Chair, the Vice President for Inclusion and Outreach, the SGA President, the Elections Commissioner, and three SGA representatives.

§ 206 Additional Committees that Satisfy the Senate Committee Requirement

Service on the following all-College and Faculty committees satisfies one committee requirement:

- A. Any Subcommittee of the Institutional Policy Planning Committee (IPPC), including: the Committee on Intercultural and Global Understanding, the Campus Sustainability Subcommittee, IPPC-Budget and Finance, and IPPC-Student Affairs
- B. Committee on Academic Freedom and Rights (CAFR)
- C. Athletic Council
- D. Committee on Educational Policy and Planning (CEPP)
- E. Curriculum Committee (CC)
- F. Committee on Academic Standing (CAS)
- G. Skidmore Shop Advisory Committee

H. Events Council Subcommittees with seats reserved for Senators, including: Late Night, Traditions Committee, and Falstaffs Operating Committee.

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

**Skidmore College Student Government Association
Bylaws**

Title III: Executive Branch

Adopted by the SGA Senate: March 31, 2015

Last Amended: December 4, 2019

§ 300 Executive Authority

Vested jointly in the President, Executive Committee, Commissions, and Operations Officers by Article III of the Student Body Constitution

§ 301 The Executive Committee

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

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

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

301.21 The SGA President shall:

- A. Chair the SGA Executive Committee, SGA Judicial Board, and Senate, as well as co-chair the Institutional Policy and Planning Committee Subcommittee on Student Affairs with the Dean of Students/Vice President for Student Affairs.
- B. Sit on the Institutional Policy and Planning Committee, and the Board of Advisors for Skidmore Emergency Medical Services, and the Committee on Communications and Operations.
- C. Have full executive authority to appoint and fill temporary vacancies on all SGA Committees, All-College Committees, Faculty Committees, and other committees, commissions, and other groups with oversight from the SGA Executive Committee.

301.22 The Executive Vice President shall:

- A. Sit on the SGA Executive Committee, The Institutional Policy and Planning Committee Subcommittee on Assessment, The Inclusion and Outreach Committee, Elections Commission and the Judicial Board.
- B. Chair the Committee on Communications and Operations.
- C. Vice Chair of the Committee on Student Life.
- D. Act as the designee of the President when necessary and appropriate.
- E. Serve as general adviser to all Senators and track the progress of all Senator-initiatives.
- F. Regularly assess the SGA Senate and Executive Committee.
- G. Manage all students hired by SGA for communications and operations purposes.
- H. Serve as Senate Parliamentarian.
- I. Assume the duties of the President when necessary, in accordance with the process outlined in Article III, Sec. 1 of the Student Body Constitution.
- J. Maintain, and be responsible for, a current collection of all bylaws, effective acts of the Senate, judicial opinions, constitutional amendments, and other official documents.
- K. Manage, in coordination with the President and Executive Committee, on matters of scheduling, purchasing, and space management.
- L. Be the primary manager of all SGA social media platforms, including but not limited to the Skids Scribner Facebook page, SGA Instagram, and the SGA website.

301.23 The Vice President for Academic Affairs shall:

- A. Act as the primary student representative and spokesperson in all matters pertaining to academics, ensure SGA engagement in academic policy, and guarantee student representation within academic departments and programs.
- B. Chair the SGA Academic Council.
- C. Sit on the SGA Executive Committee, SGA Judicial Board, Senate, the Committee on Educational Policy and Planning, and the Institutional Policy and Planning Committee Subcommittee on Responsible Citizenship, the Committee on Academic Freedom and Rights, and the Assessment Subcommittee.
- D. Oversee and manage the operations of the Educational Materials Inventory throughout their term in office.

301.24 The Vice President for Financial Affairs shall:

- A. Be the primary student representative and spokesperson in all matters pertaining to SGA Financial Policies and Procedures, keep a record of all transactions of SGA, approve SGA expenditures, receive budget applications for the subsequent year from all committees and clubs funded by the SGA, present to the Senate for approval a budget of all proposed expenditures and revenues for the subsequent year with the Budget and Finance Committee.
- B. Chair the Budget and Finance Committee.

- C. Sit on the SGA Executive Committee, SGA Judicial Board, Senate, Club Affairs Committee, Institutional Policy and Planning Committee Subcommittee on Budget and Finance, Board of Advisors for Skidmore Emergency Medical Services, and Falstaff's Operating Committee.

301.25 The Vice President for Student Life shall:

- A. Be the primary student representative and spokesperson in all matters pertaining to the residential and social life of the College.
- B. Liaise with the Office of Residential Life, Dining Services, Facilities, and other offices relevant to student life.
- C. Chair the Committee on Student Life (CSL).
- D. Act as Vice Chair of Communications and Operations (COP)
- E. Chair the Events Council
- F. Advise Residential Area Senators.
- G. Sit on the SGA Executive Committee, SGA Judicial Board, Senate, and Institutional Policy and Planning Committee Subcommittee on Student Affairs.
- H. Consider operating hours of the college when scheduling meetings to be considerate of professional staff schedules.

301.26 The Vice President for Club Affairs shall:

- A. Be the primary student representative and spokesperson for all SGA clubs, review club charters with the Club Affairs Committee, and recommend club charters, de-charters, and policies to the Senate for approval.
- B. Chair the Club Affairs Committee and Presidents Council.
- C. Sit as a member of the SGA Executive Committee, SGA Judicial Board, Senate, Budget and Finance Committee, and Falstaff's Operating Committee.

301.27 The Vice President for Inclusion and Outreach shall:

- A. Be the primary advocate of inclusive practices within SGA and the College as a whole, including all aspects of diversity.
- B. Be responsible for ensuring that student voice and access is prioritized in all SGA initiatives and events.
- C. Liaise with the Office of Student Diversity Programs, SGA clubs, and other relevant entities to work towards inclusive practices College-wide.
- D. Perform outreach of SGA initiatives with the student body to help SGA make informed, responsible decisions based on student input, and advise all SGA officers to be inclusive of student input.
- E. Chair the Committee on Inclusion and Outreach.
- F. Collaborate with the Director of Communications on matters of communications and outreach.

- G. Sit on the SGA Executive Committee, SGA Judicial Board, Senate, Committee on Communications and Operations, Committee on Intercultural and Global Understanding, and the Bias Response Group.

301.29 The Senior Class President shall:

- A. Oversee the organization of the four class weekends (Oktoberfest, Junior Ring, Spring Fling, Winter Carnival), major all-college events (Wafflefest, Fun Day, Senior Week) and other initiatives.
- B. Act as a liaison between the Inter-Class Council (ICC) and the Executive Committee.
- C. Advise the First-Year, Sophomore, and Junior Class Councils. Foster a culture of accountability and mentorship on ICC and promote community service.
- D. Chair the Inter-Class Council and the Senior Class Council.
- E. Vice Chair the Events Council
- F. Sit on the SGA Executive Committee, SGA Judicial Board, Senate, Events Council, Senior Gift Committee, and the IPPC Subcommittee on Responsible Citizenship.

§ 302 The Executive Committee shall:

- A. Liaise with College Administration and President, Faculty, and other bodies inside and outside of the College.
- B. In the absence of the Senate, have the authority to make decisions on behalf of SGA.
- C. Advise, administer, and lead the direction and policy-making process of the Senate.
- D. Submit recommendations and policies to the SGA Judicial Board, Senate, Faculty, the College Administration and President any College governance group, and the Board of Trustees.
- E. When appropriate, request reports from SGA Officers, Clubs, Committees, or other SGA entities for the purpose of gathering information and making informed policy decisions.
- F. Create and amend its operating codes independently of Senate, subject to review by the Judicial Board to ensure compliance with the Constitution and other bylaws.
- G. Set the weekly Senate Agenda.
- H. Provide the Committee on Communications and Operations with weekly tasks.

302.1 Regulations and Expectations of Executive Committee Members

- A. The Vice President for Club Affairs, Vice President for Financial Affairs, and SGA President may not be the president (or equivalent position) or treasurer of an SGA club.
 - a. While the treasurer or president of an SGA club may run for the position of Vice President for Club Affairs, Vice President for Financial Affairs, or SGA President, they must do so with the understanding that they must resign from their executive board position if they are elected.

- B. No member of the Executive Committee may submit the Intent to Organize form.
- C. While not required to do so, members of the Executive Committee are expected to serve the whole term for which they were elected

§ 303 Operations Officers

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

~~303.1 The Director of Communications shall be the chief student consultant to the President and Executive Committee on all matters of communications to external parties (defined to be non-SGA entities), public relations, and marketing. The Director of Communications shall:~~

- ~~A. Manage the brand of SGA by ensuring a cohesive messages across all communication platforms~~
- ~~B. Maintain necessary social media platforms on behalf of SGA~~
- ~~C. Consultant with the President and Executive Committee, as necessary, on all class and all college communication.~~
- ~~D. Sit on the Committee on Communications and Operations~~
- ~~E. Contact and liaise with graphic designers, student events managers, and other event planning groups to assist SGA entities with the marketing of events and initiatives.~~

303.1 The Secretary shall be the chief record keeper for the Senate during its regular meetings. Additionally, the President and Executive Committee may request the Secretary to take minutes during other important meetings such as Judicial Board hearings. The Secretary shall:

- A. Attend and take detailed minutes of every Senate meeting and distribute them in a timely manner to all Senators, as outlined by Senate Rules.
- B. Record amendments to the minutes and take note of their approval.
- C. Upload approved Senate minutes to agreed-upon online platforms that are accessible to the Student Body within five (5) days in which classes are held of their approval, or forward them to the Executive Vice President.
- D. Be an official employee of the Office of Leadership Activities, but coordinate with the Executive Vice President

303.2 The Educational Materials Inventory (EMI) Operators shall be responsible for the EMI beginning two weeks from the end of classes of one semester, through the break between semesters, and the first two weeks of classes of the following semester.

- A. The EMI Operators shall:
 - a. Collect the educational materials donated to the EMI during finals week and the final two weeks of classes at the end of a semester.

- b. Sort and organize these materials and input them into an online inventory.
 - c. Recycle/dispose of donated materials outside the purpose of the EMI.
 - d. Recycle/dispose of materials that have gone unused for more than four semesters.
 - e. Hold office hours during the first two weeks of the following semester in order to facilitate the process of students finding and receiving the materials.
 - f. Maintain an up-to-date online inventory of the materials available in the EMI.
- B. The two EMI Operators must be students who are:
- a. Already staying on campus during the (majority of) the extended breaks between semesters.
 - b. Hired by the Office of Leadership Activities, in consult with the Opportunity Program, Residential Life, and the Office of Financial Aid, such that those with the highest financial need, with priority to international students (who are unable to work off-campus during the break) during these extended breaks are given a source from which to obtain additional income.

§ 304 Appointment of Operations Officers

- A. Once a President-elect is chosen for the following academic year, they are eligible to nominate students for Operations Officer positions. Students may self-nominate for these positions by applying directly to the President-elect.
- B. The President-elect shall submit all applications to the Executive Committee-elect accompanied by a nomination indicating their preference. The Executive Committee-elect must discuss and vote to confirm the President-elect's nominee or a different candidate.
- C. The President-elect must report to the Senate who has been confirmed to each Operations Officer position.
- D. The Educational Materials Inventory Operators:
 - a. Must already be staying on campus during the (majority of) the extended breaks between semesters.
 - b. Will be hired by the Office of Leadership Activities, in consult with the Opportunity Program, Residential Life, and the Office of Financial Aid, such that those with the highest financial need, with priority to international students (who are unable to work off-campus during the break) during these extended breaks are given a source from which to obtain additional income.
 - c. Are not subject to items 304.A, 304.B, and 304.C.

§ 305 Compensation for Operations Officers

Operations Officers shall be provided with the following stipends for their work:

——— ~~Director of Communications: \$1,200.00~~

Secretary: \$1,000.00

Educational Materials Inventory Operator (2 positions): \$250

§ 306 Expectations of Operations Officers

- A. Each officer shall sign a contract with the Office of Leadership Activities and the SGA President which will outline the individual responsibilities of each Operations Officer, as well as the responsibilities of the SGA President as the Operation Officer's director.
- B. The Office of Leadership Activities, the SGA President and Executive Committee shall, together, create a list of detailed expectations, supervisory structures, legal documents, and other necessary documents.
 - a. The Director of Communications will sit on the Committee on Communications and Operations.
- C. Operations Officers shall serve terms not to exceed one full calendar year, with all terms ending at noon on the first weekday following College Commencement. Necessary, though reasonable, work may be required over the summer at the beginning of a term.
- D. When performing "other duties as assigned," the Officer has the right to negotiate with the SGA President, with the consultation of the Office of Leadership Activities, over the extent to which a particular duty is in accordance with the scope of the nature of the position.
- E. In consultation with the Office of Leadership Activities, the SGA President must conduct a performance review of each Operations Officer at the conclusion of the fall semester, and additionally as deemed necessary.
- F. If an Operations Officer is not fulfilling the outlined duties of their position, the SGA President, with approval from the Office of Leadership Activities, may fire said Operations Officer.
- G. No person receiving a stipend from SGA will be asked to perform personal errands for any other student.

§ 307 Creation of New Operations Officer Positions

By passing a resolution by a 2/3rd majority, the Senate may add a new position to the list of Operations Officers, accompanied by a job description, stipend (if applicable), and other necessary details. If a new position were to be allocated a stipend during the middle of an academic year, the Budget and Finance Committee must endorse the request for funding.

§ 308 Executive Commissions

- A. Executive Commissions are entities of the Executive Branch separate from the Executive Committee, but who shall report directly to the Executive Committee. These Commissions are responsible for specific areas of the SGA governance structure. Commissions shall work to most effectively and efficiently enforce policy in their area and/or make policy recommendations to the Senate regarding those areas. They are responsible for carrying out the specific charge of their commission.
- B. Each Commission shall have a chair, known as a Commissioner.

- C. Each Commissioner must sit on the Committee on Student Life, unless otherwise specified.¹

308.1 The Elections Commission shall be the primary group in charge of running student elections, Willingness-to-Serve processes and using funding to tackle Student Government representation. The commission shall:

- A. Meet as needed to plan, coordinate, and oversee all matters of SGA elections, with the understanding that all SGA officers are responsible for outreach, communication, and attendance at SGA election events and Willingness-to-Serve meetings.
- B. Sit on the Committee on Communications and Operations.
- C. Enforce SGA elections policy and make recommendations to the Senate, President, and Executive Committee for changes to elections policies, procedures, and practices. [refer to Title VI for Elections Policies and Procedures]
- D. The membership of the Elections Commission shall not exceed one Elections Commissioner, the Vice President for Inclusion and Outreach (if they are not a candidate), and five members from both Senate and ICC.
- E. Conduct the Willingness-to-Serve Process [Refer to Title VI, Part 2]

308.1.1 In the absence of an Elections Commission, the Committee on Communications and Operations shall assume its responsibilities during crucial election planning and executing stages to ensure proper functioning of elections.

- A. The Vice President for Inclusion and Executive Vice President shall act as Acting Elections Commissioner when needed.

308.2 The Sustainability Commission shall be the senior advisor to SGA on all matters of sustainability. The Commission shall be the primary student group responsible for educating and collaborating with students, faculty, staff and the administration with the intent to advance the commitment to sustainability. The Commission shall:

- A. Be devoted to embracing all facets of sustainability and implementing policies that address campus challenges.
- B. Coordinate and support student, faculty, staff, and administrative groups that work on sustainability-based initiatives.
- C. Help streamline student efforts and campus initiatives addressing the goals of the Sustainability Strategic Plan.
- D. Integrate student insight and propose policy recommendations to encourage Skidmore to reach its full potential while advocating for an inclusive, sustainable community.

¹ Effective Fall 2019, Title III, 308.1 C will be amended to: "Commission members will sit on the Committee for Inclusion and Outreach. The Elections Commissioner will also be required to sit on Communications and Operations" as per Resolution 29-11 To Redefine Elections Commission.

- E. Make policy recommendations to the Senate and other relevant campus groups regarding Sustainability initiatives.
- F. Collaborate with the Skidmore Sustainability Office on matters of campus policy and initiatives, and to seek assistance on matters of the Campus Sustainability Plan.
- G. The membership of the Sustainability Commission shall not exceed: One Sustainability Commissioner, three Economic Sustainability representatives, three Social Sustainability Representatives, and three Environmental Sustainability Representatives (one of whom shall be a representative from the Environmental Action Club).

308.3 The Mental Health Commission's primary objective will be to increase mental health resources on campus and promote self-care and mental health awareness at Skidmore. The commission shall:

- A. Meet regularly to discuss how mental health resources and awareness on campus can be improved through either policy or events.
- B. Coordinate with the counseling center/wellness center and other relevant offices to improve mental health at Skidmore College.
- C. Host events to help improve student's emotional and social well-being, while promoting self-care and mental health awareness.
- D. Launch an informational campaign including tips for self-care during tough times and promoting the resources available to students on campus.
 - a. The informational campaign shall have the additional aim of reducing the stigma around mental illness.
 - b. There will be a social media/poster campaign closer to finals week for tips on how to reduce anxiety or stress.
- E. Primarily fulfill its goals both semesters.
 - a. September should be focused around National Suicide Prevention Month.
- F. The membership of the Mental Health Commission shall not exceed one chair, and eight members.
 - a. Two of these eight seats shall be reserved for Peer Health Educators

308.4 The It's Happening Here – Sexual and Gender Based Misconduct Commission shall be the primary group in charge of creating a campaign to raise awareness regarding SGBM issues. The Commissions shall:

- A. Create a group of students who is active on this issue, and willing to commit time to raise awareness and understanding.
- B. Meet regularly in order to plan events and create an awareness campaign.
- C. Meet with the student representative on the Advisory Council to make policy change suggestions, and to understand what initiatives Skidmore is working on.
- D. Start each year with a poster campaign to quickly introduce first-year students that Skidmore College does not tolerate Sexual and Gender Based Misconduct.

- E. Create events surrounding awareness each April during Sexual Assault Awareness Month.
- F. The It's Happening Here Commission shall not exceed one It's Happening Here Commissioner, and up to eight additional members.

308.5 The Winter Wellness Commission's primary objective will be to uplift students during the winter. The commission shall:

- A. Meet regularly to construct programming that meets students' winter needs.
- B. Host frequent events with comfort food and various social components to improve students emotional, physical, and social well-being.
- C. Launch an informational campaign including tips for staying healthy during the winter and promoting the resources available to students on campus.
- D. The informational campaign shall have the additional aim of reducing the stigma around the negative effects of the winter months.
- E. Primarily fulfill its goals from February to the beginning of spring break. Although the commission will be considered active as long as meetings are held in preparation for the events.
- F. The membership of the Winter Wellness Commission shall not exceed one chair, and seven members.

308.6 Friends of Skidmore Commission – Commission on Sobriety and Recovery shall be the primary group in charge of creating a campaign to raise awareness regarding substance dependency issues and to increase resources for students in recovery. The Commissions shall:

- A. Provide recovery support programs and physical space.
- B. Work to reduce substance abuse-related problems for students.
- C. Provide students in recovery with strategies and resources for maintaining sobriety.
- D. Inform and educate the student body, families, and community about the disease of substance use disorder and to develop effective strategies to prevent and treat this illness.
- E. Consult with the Counseling Center, Health Promotions, and the Office of Student Conduct and Conflict Resolution.
- F. Create a group of students willing to commit time to raise awareness and understanding.
- G. The "Friends of Skidmore" Commission shall not exceed one "Friends of Skidmore" Commissioner, and up to eight additional members.

308.7 The Transportation Commission's primary objective will be to manage all transportation funds including but not limited to: Safe Rides, the Transport Fund, and the Break Travel Fund. And implement and advertise all programs, manage all logistics and perform review of all transportation commitments and partnerships. Additionally, this group will have a representative sit on the Transportation Working Group to recommend measures to improve transportation accessibility for students to administrators of Skidmore College, and voice possible

transportation related concerns. The Transportation Commission will do this by conducting surveys of the student body and analyzing transportation fund management and use to identify areas of transportation that could be of concern and to ensure that all existing programs are useful for the student body. The specific responsibilities of the commission include:

- A. Implement and advertise Safe Rides during Halloween Weekend.
- B. Report to Senate on Safe Ride usage.
- C. During budgeting reestablish Safe Rides as an SGA commitment, so long as it remains useful to the student body.
- D. Monitor the SGA Transport Fund by contacting the counseling center.
- E. Bringing relevant data before Senate.
- F. During budgeting reestablish the Transport Fund partnership with the counseling center as an SGA commitment, so long as it remains useful to the student body.
- G. Implement and advertise Break Travel for Thanksgiving, Winter and Spring Breaks.
 - a. An email advertising the service, and providing a sign up form should be sent out a week prior to the beginning of break.
 - b. Advertising should be done at least a week prior to the beginning of break.
 - c. An email advertising return service, and providing a sign up form should be sent by the middle of the break.
 - d. Two days are to be selected for travel at the beginning and end of break (4 days each break)
 - i. These days should be chosen based on student reported travel dates.
- H. Report to Senate on Break Travel Fund usage.
- I. During budgeting reestablish the Break Fund partnership with the President's Office and the Office of Student Life as a partnership and SGA commitment, so long as it remains useful to the student body.

The Transportation Commission, comprised of One Chair and up to seven (7) members to be appointed at the discretion of the Chair, will meet regularly to organize, advertise and implement programs, while also meeting to discuss existing student concerns related to transportation.

308.8 The Halloween Commission's primary objective will be to entertain and encourage students to stay on campus rather than go downtown. The commission shall:

- A. Meet regularly to plan and organize for Halloween weekend.
- B. Host events throughout the weekend
- C. Launch an informational campaign to inform people of all of the SGA run events that weekend.
- D. The membership of the Halloween Commission shall not exceed one chair, and seven members.

308.9 The Dorm Unity Commission's primary objective will be to

- A. Meet regularly to assess opportunities for friendly association within the dorms
 - a. Partner with RAs and PHEs to educate students on dorm etiquette
 - b. Encourage turnout (in each residential area) for RA- and PHE-sponsored events promoting health and wellness

- c. Encourage educational programs and the printing of pamphlets/posters that help students live in communal spaces
 - d. Improve communal spaces by working with ResLife to find creative ways to improve common areas and make them more welcoming and accessible.
 - e. Hold more unity & school spirit-oriented events for the dorms
 - i. -Suggested events include field days for dorms and movie screenings
- B. Be headed by a Commissioner who will serve as chair and the Commission will meet at the chair's discretion
- a. The membership of the Dorm Unity Commission shall not exceed one chair and eight additional members
 - 1. It is strongly recommended that the commission include at least one representative from Health Promotions and ResLife.
 - b. If this commission becomes inactive for two semesters, it shall be automatically dissolved and this section shall be removed from the SGA bylaws.

308.10 The Residential Life review Task Force will investigate, recommend and report on the curriculum and institutional practices of the Office of Residential Life. This Task Force shall be an ad hoc Task Force of the Skidmore Student Government Association (the "SGA") and the Dean of the Students established for the remainder of the 2017-2018 school year and the entirety of the 2018-2019 school year, and shall;

- A. Meet regularly (no less than once a month while classes are in session) to:
 - a. Review previously generated research including but not limited to the 2017 Residential Life Review from the Dean of Students and the most recent Middle States Review.
 - b. Review the practices at other institutions.
 - c. Conduct focus group conversations with students, staff and faculty for matters that may have not been captured by previous reports.
 - d. Report its progress and findings to the SGA Senate and Dean of Students.
 - e. Approach the SGA Senate, Dean of Students Division, or any duly organized body of the college requesting advice or with policy/program/structural proposals.
 - f. Secure funding for possible site visits to schools whose residential practices might inform the proposals; Contributions by SGA will be matched by the Dean of Students.
- B. Be co-chaired by the SGA VP for Student Life and the Sr. Associate Dean of Students and ideally be comprised of:
 - a. The associate dean of residential life and student conduct or appointee;
 - b. At least two (2) area coordinators;
 - c. Two (2) resident assistants;
 - d. Two (2) residential senators;
 - e. At least two (2) faculty/staff outside of the Office of Residential Life;

- f. At least two (2) students at large who are not connected to the Office of Residential Life.
- C. Not be limited in its review scope, but will be focused particularly on:
 - a. The first year residential experience;
 - b. The role and expectations of the resident assistants and area coordinators;
 - c. The role and expectations of SGA elected officials as it pertains to the residence halls;
 - d. The possible ways that faculty and staff beyond residential life can support the residential mission.
- D. Publish a report at the completion of their research containing all findings and recommendations, presented to the SGA Senate, Dean of Students, and Office of Residential Life; This report is to be widely publicized and available to the entire Skidmore community through the SGA website, no later than the last council meeting before December Break 2018.

308.11 The ADA Commission's primary objective will be to recommend measures to improve ADA accessibility of on-campus facilities to administrators of Skidmore College, including the Vice President for Strategic Planning and Institutional Diversity, ADA Advisor Group, and Office of Residential Life. The ADA Commission will do this by filing a report, summarizing finding from a student-driven ADA Audit including:

- A. Filed observations of educational and residential facilities on-campus, using an ADA audit guide and applicable technology to summarize data
- B. Focus-group interviews with students, faculty and staff with valuable personal experience of facility access (or lack thereof)

The ADA Commission, comprised of One Chair and up to seven (7) members to be appointed at the discretion of the Chair, will meet regularly to conduct field observations and interviews, analyze data and make recommendations.

308.12 The Women's Empowerment and Leadership Commission (WELCOMM) shall confront issues pertaining to women's empowerment, representation, and leadership at Skidmore College. The Commission shall:

- A. Be composed of students from SGA Senate and ICC, and or members of the student body at large who are passionate, motivated to make change, bring valuable perspectives to the group, and are willing to commit time to address these issues.
- B. The Women's Empowerment and Leadership Commission shall be composed of up to two co-chairs and no more than five additional members.
- C. Meet regularly to discuss issues, draft legislation, and conceive solutions to problems related to the mission of the commission.
- D. Create a publicity campaign to promote and honor women in leadership at Skidmore College to empower woman and allow them to envision themselves in leadership roles.
- E. Work to recruit women to participate in SGA and in other leadership capacities at Skidmore College.
- F. Will seek through a variety of means the reasons as to why women do not seek leadership and are underrepresented in various organizations at Skidmore College. It will discuss, draft, and put forth legislation to rectify this problem.

§ 309 Appointments to Commissioner

- A. Once a President-elect is chosen for the following academic year, they are eligible to nominate students for Commissioner positions in consultation with the Executive Committee-elect. Students may self-nominate for these positions by applying directly to the President-elect. The President-elect then sends the nominations to the current SGA President, to be considered by the Senate. The Senate must approve Commissioners for the following year by a 3/4ths majority.
- B. Vacant seats during an academic year may be filled by the President's nomination and confirmation by 3/4ths majority of the Senate.

§ 310 Appointments to Commission Member

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

§ 311 Oversight and Removal of Commissions

- A. All commissions maintain considerable autonomy over their assigned issues and task but must report to the Executive Committee and Senate when appropriate or when asked.
- B. If a commission is unable to operate due to insufficient membership, the SGA President may appoint any person, including other SGA Officers, a temporary basis to fulfill the tasks of the commission.
- C. As SGA officers, Commissioners and members of Commissions are subject to impeachment and removal provisions listed in the SGA Constitution.

§ 312 Creation of New Commissions

By passing a resolution by a 4/5ths majority, the Senate may add a new Commission, accompanied by a Commission description, operating codes, and other necessary details. New Commissions should only be created in a case where no other SGA entity or piece of legislation could effectively, efficiently, or sustainably handle a particular issue or issue area. The Senate may require that a proposal for a new Commission instead lead to the creation of an ad-hoc committee or working group in its stead.

**Skidmore College Student Government Association
Bylaws**

Title IV: Judicial Branch

Adopted by the SGA Senate: March 31, 2015

Last Amended: November 7, 2017

§ 400 The Judicial authority of SGA is vested in the Judicial Board and the Appeals Board

§ 401 Judicial Procedure and Operating Codes

The Operating Codes and Procedures of the Judicial branch of SGA are enumerated in this title of the SGA bylaws.

§ 402 Function:

- A. Judicial Board oversees the proper interpretation, implementation and enforcement of all SGA policies in situations outside the purview of the Executive Committee.
- B. Judicial Board implements sanctions of SGA Officers, including Impeachments, Academic and Disciplinary Probations, SGA Infractions, and Attendance Violations.
- C. Judicial Board ensures that all SGA organizations, officers, and entities comply with SGA Policy.
- D. Judicial Board arbitrates formal appeals of SGA policies.
- E. Judicial Board reviews the decisions of all SGA entities and officers when necessary and provides remedies for violations of the Student Body Constitution or College Policy.
- F. All clubs, organizations, committees, and officers of SGA are subject to the Judicial Board and are bound by its decisions.

§ 403 Membership

- A. The SGA Judicial Board consists of: the SGA President as Chair, all members of the Executive Committee, Class Presidents, the Appeals Board Chair, and five Senators appointed by the SGA President and confirmed by the Senate.
- B. When the SGA President is not available, the Chair shall be the next available member of Executive Committee in descending Constitutional order.
- C. Each individual hearing shall be conducted by a board consisting of the Chair, five members of Executive Committee, two Class Presidents, and three Senators. With the exception of the Chair, the presiding board shall be selected through separate random lotteries for each of the following groups: Executive Committee members, Class Presidents, and the Senators appointed to Judicial Board. The Senior Class President shall be included in the Executive Committee lottery, not the one devoted to Class Presidents
 - a. Members not selected to hear the first Case shall sit on the Appeals Board, if necessary (See section 11).

- b. The members who hear the original case and those who sit on Appeals Board are re-selected for each case.

§ 404 Authority

- A. The SGA Constitution grants the SGA Judicial Board the authority to:
 - a. Modify all SGA Policies and Procedures
 - b. Conduct investigations and hearings on all matters affecting student life
 - c. interpret and enforce existing SGA policy
 - d. remove SGA Officers
 - e. revoke committee and club charters
 - f. suspend SGA funds
- B. Due to the array of powers granted to the Judicial Board, the Executive Committee shall decide when it is appropriate for matters to go before the Judicial Board. Generally, cases should be sent to the Judicial Board when no other SGA body could handle a particular situation effectively or fairly, when an SGA entity faces serious sanctions, or if the matter requires a full and confidential hearing that other committees could not fairly give.
- C. Judicial Board may only consider cases regarding individuals and groups in their capacity as SGA-Affiliated Entities.
 - a. Individuals may only be considered based on their affiliation with SGA on the basis of SGA policy.
 - b. SGA affiliated and/or funded groups are likewise bound by all SGA policy, and Judicial Board may take action that relates to the group's affiliation with SGA, or to any of its members as individuals with SGA affiliation.
- D. The purpose of Judicial Board is not to enforce College Policy, which is the purpose of administrative action. Judicial Board shall enforce SGA policy only, but is empowered to use its authority to ensure that SGA officers and entities comply with College policy.
- E. Because all SGA members and groups are bound by the Student Handbook, Judicial Board may consider a violation of the handbook as grounds for sanctions. However, hearings will only consider the individual or group as an SGA entity or officer, and not as an individual student, which is the purview of other bodies.

§ 405 Mandatory Reporting

- A. When Judicial Board has been called, the Chair should immediately alert the Director of Leadership Activities
 - a. The Chair should also describe the nature of the investigation, review, allegations, or intent of the meeting.
 - b. In cases in which Skidmore SGA entity or officer is suspected of having created, contributed to, or been the victim of any physically or mentally harmful situation under review by SGA, the Chair must notify the Director of Leadership Activities as soon as the allegation arises.

- i. At no point should SGA be the only body that is aware of a harmful situation involving students.
 - ii. When the Chair or Executive Committee cannot adequately determine if the situation in question is/was harmful, the Director must be alerted immediately.
- c. Any SGA officer is expected to report to the Director of Leadership Activities if they are aware of any case in which a Skidmore SGA entity or officer is suspected of having created, contributed to, or been the victim of any harmful situation involving students.
- B. The purpose of Judicial Board is not to enforce College Policy, which is the purpose of administrative action. Judicial Board shall enforce SGA policy only. Therefore, all matters of concerning violations of College Policy should be reported to the appropriate College authority.
- C. If the Director of Leadership Activities is unreachable, the report should be made to the Dean of Students Office and the Associate Director of Leadership Activities.

§ 406 Convening the Judicial Board

- A. The Judicial Board meets as deemed necessary by the SGA Executive Committee.
 - a. The Executive Committee should consider convening the Judicial Board in cases of alleged violations of SGA policy by SGA entities, unresolved disagreement about the interpretation of an SGA policy or rule, or investigation of a student life or SGA matter is necessary.
- B. Any member of the Skidmore community may petition the Executive Committee to consider convening the Judicial Board. A petition is not necessary for the Executive Committee to consider convening the Board.
 - a. In cases of alleged policy violations, those accused of violations may respond to the allegations in writing to the Executive Committee before the Committee votes. The respondent must be granted at least 48 hours to respond to the charges.
- C. The Executive Committee chooses to send a matter to the Judicial Board by a simple majority vote
 - a. The President may vote only to break a tie.
- D. If the Executive Committee determines that the Judicial Board should be convened, the Chair shall alert all members of Judicial Board, the Dean of Student Affairs, as well as all involved parties, that a meeting will be called.
- E. The SGA President is responsible for scheduling the meeting as soon as possible, at a time and place that all Judicial Board Members and involved parties can attend, if possible.
 - a. In any case where punishments or sanctions are possible for an individual or group, that individual or group must be given the opportunity to respond to the

charges at the official meeting. The individual or group must be given at least 72 hours for their response.

- F. In alerting those facing punishments and sanctions, the Chair must clearly state to all parties what allegations have been made, and what charges the group or individual faces in the Judicial Board meeting.
- G. If Executive Committee votes not to convene Judicial Board, the Chair must notify all members of Senate of its decision and rationale for doing so.
- H. The decision not to convene Judicial Board is overturned if 2/3 of the Judicial Board members who do not sit on Executive Committee send a signed letter to the Judicial Board Chair stating their desire to convene Judicial Board.
 - a. When the Chair receives such a letter, the Chair must proceed to convene Judicial Board as if Executive Committee had voted to do so.

§ 407 Invited Guests, Written Statements, and Response to Charges

- A. Any community member with an interest in the case may choose to send a written statement on the case to the Judicial Board. The Chair must accept all written statements and circulate them, as written, to the Board before the meeting (See § 408, Agenda and Supporting Documents)
 - a. Members of Judicial Board are granted speaking privileges in the meeting, and therefore they should not send in written statements unless they will be unable to attend the meeting.
- B. Any Judicial Board member may ask that a guest be invited to present their opinion on the case.
 - a. Respondents to charges of SGA policy violations have the same privilege
 - b. The Chair should grant the request unless they believe the testimony will be redundant or irrelevant to the meeting.
 - i. If the chair decides the guest should not be allowed to attend, that decision must be confirmed by a majority vote of Executive Committee
- C. All those accused of violations of SGA policy have the right to respond to the charges and be heard by the Board, either by attending part of the meeting or by sending in a written statement.
- D. Any Judicial Board member may perform or solicit research, create or solicit supporting documents, or present evidence on the subject of the meeting.
 - a. Any member submitting a supporting document must send it to the Chair at least 48 hours before the meeting.
- E. All requests by those not on Judicial Board to submit written statements to the Board must be submitted to the Chair at least 48 hours before the meeting.

§ 408 Agenda and Supporting Documents

- A. The Chair is responsible for creating and circulating the Agenda to all members and guests at least 24 hours before the meeting.
- B. The Agenda should include a section for a Question-and-Answer period with each guest and a notation of each supporting document that will be discussed.
- C. The Chair must also send all supporting documents, including any written statements submitted, to board members at least 24 hours before the meeting.

§ 409 Meeting Guidelines

- A. Judicial Board meetings are closed; students, faculty, staff, and administrators may attend by invitation only.
 - a. Guests are only permitted to attend the parts of the meeting for which they have been asked to speak.
- B. Quorum is defined as 2/3 of the active Judicial Board selected to hear the case. When Quorum is reached, the Chair may call the meeting to order.
- C. The Chair must appoint one member to take minutes. The minutes should be detailed in order to provide reference for any appeals process that follows.
- D. Once the Chair has called the meeting to order, they should introduce the purpose of the meeting. The Chair should then proceed with the business on the agenda.
- E. Any member who wants to speak must raise their hand and be recognized by the Chair.
 - a. While no formal time limit is placed on any speaker, the Chair should encourage all in attendance to be concise and avoid repeating oneself.
 - b. The Chair may cut off speakers who do not follow these guidelines.
 - c. Question-and-Answer periods with guests are moderated the same way. Guests with the floor should respond to all questions, if able.
 - d. The Chair may choose to moderate the meeting using a list-form if they prefer.
- F. When discussion appears to have ended, any member may “motion to close” discussion. The motion must be seconded and then voted upon by the Board in a manner of the Chair’s choosing.
- G. When the discussion has been closed on the last item before any vote, the Chair confirms with the committee that they are prepared to vote.
- H. If the meeting must be continued at a second session due to time constraints, the Chair will make arrangements to convene Judicial Board at the next possible time to continue with the business of the meeting.

§ 410 Voting

- A. The Chair should ensure that all voting options are made clear during the discussion of the agenda item.
 - a. For example, some items require a “yes or no” vote. Others require choosing between many options.

- B. When discussion is closed, the Chair motions to move to a vote. The motion must be seconded.
- C. Votes are taken by secret, written ballot.
 - a. The Chair counts the votes in secret, but in view of the member who is taking minutes to ensure accuracy.
- D. Members should be encouraged not to abstain.
 - a. Those who do abstain are removed from the count of final votes when determining the winning majority. Abstain votes are not counted.
- E. All members of Judicial Board vote, with the exception of the Chair.
 - a. The Chair may cast a vote to break a tie.
- F. A simple majority (50% +1 vote) vote of present members is necessary to decide matters in Judicial Board.
 - a. In cases where no option wins a majority, the Chair may choose to reopen discussion, limiting the future discussion and voting on the options that earned the most votes in the earlier count.
- G. If possible, the meeting should not be adjourned until a final decision has been reached. During votes, the Chair should make clear that discussion may reopen on an issue if the vote does not yield a final decision.

§ 411 Actions the Judicial Board May Take

- A. The Judicial Board has the authority to take any action within the limits of the SGA Constitution.
- B. The Board may apply sanctions to an individual or group, including but not limited to:
 - a. Probation
 - b. De-chartering or revocation of official SGA status
 - c. Freezing a budget for a set period of time
 - d. Revoking funds
 - e. Removing SGA officers (including officers of SGA affiliated groups, including clubs)
- C. In cases of interpreting policy, the Judicial Board will determine the proper interpretation and enforce the effects of that interpretation, including by providing a remedy for any prior misinterpretations of the policy that the Judicial Board is aware of.
 - a. The Board should task a specific person or Committee to be in charge of enforcing the decision and to make a report to Senate by a specified date.
- D. For cases in which the Judicial Board determines it must modify an SGA policy, the board must ensure that modifications are only made in order to make the policy comply with the SGA Constitution, College policy and/or the law.
 - a. When the Judicial Board elects to modify policy, they must decide which parts of the policy are objectionable, and the general sense in which they should be re-written.

- b. The Chair, in consultation with members of Judicial Board, should appoint a person or Committee to modify the policy.
 - c. Once the policy has been modified, the Chair must circulate the new version to all members of Judicial Board.
 - d. The Executive Committee, having collected comments from any Judicial Board member who offers an opinion, shall decide if the new version complies with the decision and intention of Judicial Board.
 - e. Executive Committee may select a new member of Judicial Board to modify the policy if the new version remains counter to the decision of Judicial Board.
 - f. The Board may also elect to simply invalidate a policy or erase a particular part of it without requiring a re-write.
- E. When Judicial Board modifies or invalidates a policy, the Chair must report this action and its rationale to Senate.
 - F. During investigations of student life or SGA matters, the Judicial Board may choose to release a report of its findings, or assign a member to do so at a later time.
 - G. In some cases, the Judicial Board may decide to take no action.
 - H. For all Judicial Board decisions, a statement should be written and released by the Chair to the student body, as well as all other involved parties, outlining the opinion of the Board and the action agreed upon.
 - a. The statement should disclose the opinion of the Judicial Board and the action it decides to take. It should never disclose the opinions of individual members or guests.
 - b. The statement should include the margin of votes by which any opinions were decided.
 - c. The Chair may also choose to report the decision in person to Senate.

§ 412 Appeals Board

- A. All decisions made in the first hearing of Judicial Board are subject to appeal by the Appeals Board.
- B. The Appeals Board Chair shall Chair the Appeals Board as a non-voting member
 - a. The members of Judicial Board who are not selected to hear the original case are members of the Appeals Board of that case (see “Membership”, §403).
 - b. A representative from the Office of Leadership Activities shall sit on Appeals Board as a silent, non-voting member. This representative is present to ensure that Appeals Board conducts a fair appeals process.
- C. After an appeals process has been initiated, but before Appeals Board is convened, the Judicial Board responsible for the case in question must submit a written brief to the Appeals Board.
 - a. The purpose of the brief is to provide an explanation of Judicial Board’s decision. It should not be used as a formal defense of Judicial Board’s ruling.

- b. This brief is to be written by the Judicial Board and submitted by its Chair.
 - c. The brief must address the rationale and reasoning for Judicial Board's decision.
 - d. The brief should include any pertinent or relevant information relating to the background or outcome of the case as Judicial Board sees fit
 - e. The brief must be submitted within 72 hours of Appeals Board being initiated.
- D. Any member of the community may initiate an appeals process by informing the Executive Committee in writing of their intention to do so.
- E. When the The Executive Committee receives this information, they must alert the Appeals Board Chair immediately, and the Appeals Board Chair must schedule a confidential meeting as soon as possible.
- F. Appeals board shall discuss the reasons for the appeal, by inviting or soliciting outside opinions if necessary, to discuss whether the Appeals Board should be called.
- G. Appeals Board may only consider hearing an appeal if:
 - a. New information arises that has a bearing on the decision made in the first hearing.
 - b. It is possible that the Judicial Board did not conduct a fair hearing by nature of not considering all information, not granting proper treatment to all parties involved, misinterpreting policy or the Constitution, or by making a significant procedural error.
 - c. Other considerations arise that would warrant a review of the process of the original hearing.
- H. Appeals Board should not consider appeals simply to hold a re-trial. Appeals shall only be considered following the above guidelines.
- I. Appeals Board votes to bring a matter to an appeals hearing by a simple majority vote.
- J. All rules concerning quorum, response to charges, written statements, invited guests, meeting guidelines, agenda, supporting documents, and voting (§407 through §411 of these bylaws) apply equally to the Appeals Board
 - a. This excludes the simple voting majority requirement (§410, "Voting", Section F) and the voting margin disclosure requirement (§411, "Actions, Section H)
- K. Appeals Board may confirm, overturn, modify, or erase any decision made in the original hearing.
 - a. All decisions require 2/3 majority vote to pass.
 - b. Appeals Board decisions must be limited to the scope of the appeal, and the Board may not take any action that does not remedy the specific injustice it determines to have taken place.
 - c. The Appeals Board may call for a re-trial and initiate a new Judicial Board process, but only in extreme circumstances in which it would be improper for Appeals Board to make any other decision in the situation.

- L. The Appeals Board must follow all rules concerning modifying policy and alerting the community that are outlined in Section 10 of these operating codes (“Actions the Judicial Board may take”).
- M. For all Appeals Board decisions, a statement should be written and released by the Appeals Board Chair to the student body, as well as all other involved parties, outlining the opinion of the Board and the action agreed upon.
 - a. The statement should disclose the opinion of the Appeals Board and the action it decides to take. It should never disclose the opinions of individual members or guests.
 - b. The statement **should not** include the margin of votes by which any opinions were decided.
 - c. The Appeals Board Chair may also choose to report the decision in person to Senate.

§ 413 Confidentiality:

- A. Judicial Board and Appeals Board meetings are **confidential**. Any statements released to Senate, the student body, or the public should reflect final, group decisions and not individual opinions expressed by Board members.
- B. Although detailed minutes are taken during meetings, they are only available to Judicial Board members during appeals processes. All digital and/or hard copies of the minutes should be kept under password protection and stored out of reach of any non-Board members.
- C. Outside of Judicial Board, members are accountable to one another for confidentiality; Board members may not share the comments or opinions of other members with anyone. Any student may commence an impeachment process, as outlined in the SGA Constitution, to remove a member who violates confidentiality.

§ 414 Amendments

- A. Amendments to these Operating Codes require the approval of the SGA Senate.

**Skidmore College Student Government Association
Bylaws**

Title V: Events

Adopted by the SGA Senate: March 24, 2015

Last Amended: April 17, 2018

§ 500 Events Committees Mission The Events Committees will be responsible for facilitating major student events. These committees organize large events and provide the student body with fun and safe college sponsored events.

§ 501 Events Committees

§501.1 The Skidmore Entertainment Committee (SEC)'s purpose is to provide the Skidmore College community with entertainment outside of the classroom, through different mediums, including – but not limited to – music, comedy, spoken word performances, and lectures, and to represent the diverse extracurricular interests of the Skidmore College student body. SEC is responsible for hosting the Big Show, an annual, if not semi-annual, event where the committee brings in a large entertainment act for the student body.

- A. SEC shall have the following Board Member positions:
 - a. Chair
 - b. Vice Chair
 - c. Treasurer
 - d. Falstaff's Coordinator
 - e. Publicists (2)
 - f. Graphic Designer
 - g. Community Events Organizer (Organizes intra-committee production)
 - h. Ombudsman (Responsible for communicating with the student body)
- B. The chair shall be elected by the student body, but the other positions may be elected by members of the committee.
- C. All members of the student body are members of the committee if they attend meetings. The chair shall provide regular updates to the Elections Commissioner of the committee roster as changes are made.
- D. SEC must solicit input from the student body for all shows. The solicitation must be multifaceted and comprehensive.
- E. On all event advertising there must be a clearly visible mention of SGA's contribution e.g. "The SGA Student Entertainment Committee Presents...", "Co-sponsored/Funded by SGA", or the SGA logo.

§501.2 The Speakers Bureau's purpose shall be to provide guidance to student clubs and organizations in the planning, organizing and publicizing of lectures. Speakers Bureau also provides funds, when needed, to student clubs for the purpose of bringing speakers to Skidmore. Speakers Bureau supports engaging, educational, diverse, and thought-provoking speakers as proposed by other student groups. A portion of the budget is also reserved for the Speakers Bureau to bring a keynote speaker. The Speakers Bureau keynote must be of interest to the majority of the Skidmore student body.

- A. Speakers Bureau shall consist of the following: A chair elected by the student body, and eight (8) student representatives appointed through the Willingness-to-Serve process. The Chair must select one of the eight Willingness-to-Serve representatives to serve as the committee's treasurer.
- B. The Speakers Bureau shall meet every week in order to hear requests for funding for speakers.
- C. Every request *must* be submitted by a student, though it can be on behalf of an academic department or office on campus, however Speakers Bureau should prioritize student-run initiatives.
- D. The following is a non-limiting set of criteria for considering a proposal:
 - a. How will the speaker contribute to the Skidmore community?
 - b. Who will the event attract? How many people? Students, faculty, or townspeople?
 - c. How much investment has group made towards speaker?
 - d. How much funding is available?
 - e. How much money has this particular club, organization, or academic department received from Speakers Bureau in the past semester?
- E. On all event advertising there must be a clearly visible mention of SGA's contribution e.g. "The SGA Speakers Bureau Presents...", "Co-sponsored/Funded by SGA", or the SGA logo.

§501.3 The Falstaff's Operating Committee (FOC)'s purpose shall be to ensure student accessibility to Falstaff's while maintaining, preserving and upholding the functionality of Falstaff's as a safe and positive student space. FOC shall work to expand the functionality of the space in conjunction with the administration.

- A. FOC shall be comprised of the Vice President for Financial Affairs, the Vice President for Club Affairs, a representative from SEC, a representative from Lively Lucy's, a representative from DJ's Anonymous, two SGA representatives, three representatives appointed through the Willingness-to-Serve process, and one non-voting representative from the Office of Leadership Activities. FOC shall fulfill one Senate committee requirement.

- B. The chair of FOC shall be appointed by the President. In the absence of a chair, the Office of Leadership Activities representative shall serve as an Interim Chair until a new chair can be appointed.

§501.4 The Interclass Council (ICC)'s purpose shall be to promote and foster intra and inter class spirit and unity. It shall also serve as an advisory board that discusses and plans class-sponsored events, and hosts the College's Major Weekends. The ICC should also conduct outreach to the greater student body, and all Class Presidents shall be the mediums for ICC to voice class concerns in Senate.

A. Membership:

- a. ICC is comprised of class councils for each of the four current class years, the First Year Class Council, Sophomore Class Council, Junior Class Council, and Senior Class Council. Each class council is comprised of the following:
 - i. A President, who shall be the primary representatives for their class and are responsible for the administration of their class councils, speak as the representative of their respective class and SGA members and plan the State of the Students address with the VP of Programs and Engagement, serve on the SGA Judicial Board, Senate, and ICC, and fulfill at least one Senate committee requirement. The President shall be the chair of their class' council.
 - ii. A Vice President, who shall serve on ICC and on one additional SGA, all-college, or Faculty Committee. In the absence of the President, the Vice President assume all duties of the President.
 - iii. A Finance Officer, who shall serve on ICC and on one additional SGA, all-college, or Faculty Committee, and are responsible for all budgetary transactions and adhering to SGA Financial Policies and Procedures.
 - iv. A Marketing Officer, who shall serve on ICC and on one additional SGA, all-college, or Faculty Committee, and be responsible for the publicity and outreach related to class unity and ICC events
 - v. An Events Coordinator, who shall serve on ICC and on one additional SGA, all-college, or Faculty Committee, and be responsible for the planning and execution of ICC events and State of the Students Address in conjunction with members of their council and ICC at large.
 - vi. A Unity Officer, who shall sit on ICC and on one additional SGA, all-college, or Faculty Committee, help plan and execute all ICC events, be responsible for creating intra and inter class unity events, and help ICC and each class council plan community service and outreach in conjunction with the Office of Community Service Programs.

- b. The Senior Class President shall be chair of ICC as well as chair of the Senior Class Council, and be responsible for coordinating ICC committee assignments at the beginning of each semester in conjunction with the Executive Committee.
- c. The ICC Chair may invite other Class Council Presidents to Chair ICC during meetings prior to their respective class weekends.

B. All-College Weekends:

- a. Senior Class Council shall plan Oktoberfest to take place in October and Senior Week to take place after classes have ended in the spring semester.
- b. Junior Class Council shall plan Junior Ring to take place at the end of the fall semester.
- c. Sophomore Class Council shall plan Spring Fling to take place in the middle of the spring semester.
- d. First Year Class Council shall plan Winter Carnival to take place at the beginning of the spring semester.
- e. While each weekend is primarily planned by the individual class councils, all ICC members are expected to help when needed.

C. Community Service

- a. Each Class Council is required to hold a specific event for the benefit of the Saratoga Springs Community. This community service event can be fulfilled through charity work, donation, service of time etc. and should ideally be to the benefit of the ICC designated charity of the year.

D. Mentorship

- a. It is expected that those who have sat on ICC before will actively seek out new members of ICC to assist them with their new leadership role. The Senior Class Council is responsible for mentoring the First Year Class Council, and the Junior Class Council is responsible for mentoring the Sophomore Class Council. The collective Senior, Junior, and Sophomore Class Presidents shall hold periodic group meetings with the First Year Class Council to provide further guidance and mentorship.

E. Committee Requirement

- a. All ICC members must fulfill a general committee requirement. The Chair, in conjunction with the Executive Committee, shall assign members to committees for a full academic year, taking their preferences into consideration. Failure to attend assigned committees may be considered grounds for removal from office, in accordance with the SGA Attendance Policy. ICC members who already serve on a qualifying committee will be exempted from this requirement on an individual basis under the discretion of the Chair and Executive Committee.

F. Attendance:

- b. Members of ICC are required to attend all ICC meetings and events. No more than two absences are permitted in any of the following categories in an academic semester. Absences are not cumulative across the categories; each is counted independently.
 - i. ICC Meetings
 - ii. SGA / All College Committee
 - iii. Events & Staffing Shifts
- c. After two absences the chair should issue a warning to the person. On the third absence the Executive Committee will review these absences and reserves the right to call the Judicial Board.
 - i. The procedures for Judicial Board will be the same as that for Senators as outlined in the Senate Rules and laid out in Title IV of the SGA Bylaws.

501.41 ICC shall also be responsible for implementing traditions-based activities. These traditions include, but are not limited to: Fun Day, Wafflefest, Midnight Dodgeball, Freshman Sing, Junior Ring Tree Lighting Ceremony, Winter Carnival Bonfire and Fireworks, and the Spring Fling Homemade Boat Regatta/Water Derby. ICC may co-sponsor and provide funds for other events at the discretion of the Committee. ICC is encouraged to sponsor additional events.

501.42 The Fun Day Committee shall exist as a subcommittee of ICC and will report to the Senior Class President, who is not required to be a member.

- A. The committee will be made up of at least one representative from each class council with no more than six people on the committee. The chair shall be appointed by the Senior Class President by the end of first semester.
- B. The committee shall:
 - a. Plan Fun Day for the last Saturday of the semester before study days, unless otherwise determined by Leadership Activities.
 - b. Meet with Leadership Activities, Health Promotions, Campus Safety, Res Life and other relevant offices.
 - c. Prioritize student safety at Fun Day and take steps to encourage students to make safe choices leading up to the event, i.e.: Fun Day Video, poster campaign, tabling with PHEs etc.
 - d. Ensure that students have fun activities at the event to continue the tradition.
 - e. Provide updates to ICC about the planning process and staffing expectations.

§501.5 CHILLMORE's purpose is to plan and implement events over the weekend. The purpose of these events is to serve as a fun and safe social alternative to alcohol and other drugs. CHILLMORE shall have priority access to the Spa event space every weekend, and is required to host an event there at least once every other week. CHILLMORE may co-sponsor other events in the Spa, but CHILLMORE must emphasize internal event planning over co-sponsorships.

- A. CHILLMORE shall consist of the following: A Chair elected by the student body; four (4) Student Representatives appointed through Willingness-to-Serve, one of whom will be appointed as Treasurer by the Chair; five (5) SGA representatives.
- B. Full operating codes can be found in Appendix section...

§ 502 Operating Codes

All Events Committees shall have operating codes, which must be created by each committee, approved by the Senate, and maintained in the SGA records by the Executive Vice President.

§ 503 Events Council

- A. Events Council shall consist of the following: The Vice President for Student Life as the Chair, the Senior Class President as Vice Chair, and all Chairs of Event Committees.
 - a. The Event Committees are the committees listed in Title V of the SGA bylaws. Hereby defined as: The Inter-Class Council, SEC, Speakers Bureau, Falstaff's Operating Committee, and CHILLMORE.
- B. If an Event Committee Chair cannot attend, the committee is responsible for sending a representative.
- C. The events Council will convene at the discretion of the Vice President for Student Life and Senior Class President.
- D. The VPSL and SCP shall be reasonable with the number of Events Council meetings they convene in order to not inundate Event Committee Chairs with too many meetings
- E. Events Council shall convene in order to hold discussions that are germane to Event programming, disseminate important policy information, connect Event Committee Chairs with one another in order to facilitate collaboration, and act as a forum for Events Committees to communicate with the Executive Committee. Events Council Representatives shall be given time to speak and lead discussions during each Events Council meeting.

**Skidmore College Student Government Association
Bylaws**

Title VI: Elections and Appointments

Adopted by the SGA Senate: March 25, 2015

Last Amended: February 5, 2019

Part I: Elections

[Part II: Willingness-to-Serve Appointment Policies and Procedures](#)

Part I: Elections

§ 600 SGA Elections Policies and Procedure

All students participating in SGA elections must abide by The Student Government Association Election Policies and Procedures. All students involved in SGA elections must conduct themselves in accordance with the Skidmore College Honor Code

§ 600.1

The Elections Commission (See § 308.1) shall oversee all elections and focus upon tackling Skidmore Student Government representation, with oversight from the Executive Committee

§ 601 Elections Cycles

1. The Fall Elections cycle will run the following positions:
 - a. Residential Area Senators:
 - i. One each from: Penfield, Wieking, McClellan, Kimball, Wilmarth, Howe-Round, and Wait. (7)
 - ii. Two each from: Jonsson Tower, Northwoods Village, Sussman Village (including Hillside Apartments), and Off-Campus (8)
 - b. First-Year Senator (4 Positions)
 - c. First-Year Class Council Officers
 - i. President
 - ii. Vice President
 - iii. Finance Officer
 - iv. Marketing Officer
 - v. Events Coordinators
 - vi. Unity Officer
 - d. Any position left unfilled in the Spring Election
 - e. Any position left unfilled from the Fall Elections cycle will be filled through the Willingness-to-Serve Committee, with the exception of the SGA Executive Committee and Class Presidents
2. The Spring Elections cycle will run the following positions for terms beginning the following year.
 - a. SGA Executive Committee
 - i. SGA President
 - ii. Executive Vice President
 - iii. VP for Academic Affairs

- iv. VP for Financial Affairs
 - v. VP for Student Life
 - vi. VP for Club Affairs
 - vii. VP for Inclusion and Outreach
 - b. Senior, Junior, and Sophomore Class Council Officers
 - i. President
 - ii. Vice President
 - iii. Finance Officer
 - iv. Marketing Officer
 - v. Events Coordinator
 - vi. Unity Officer
 - c. Class Senators
 - i. Sophomore Senator (4)
 - ii. Junior Senator (4)
 - iii. Senior Senator (4)
 - d. Other
 - i. Speakers Bureau Chair
 - ii. Student Entertainment Committee Chair
 - iii. CHILLMORE Chair
3. Willingness to Serve applications will only be accepted until the Spring Election Cycle begins. The beginning of the Spring Election Cycle, shall be determined by the mandatory meeting.

§ 602 Special Elections:

1. A Special Election will occur in the event of a tie
2. A Special Election may occur in the event of a contested Election or a candidate receiving more than 40% “No Confidence” votes.
3. A Special Election will occur in the event of a vacant Executive Committee position.
 - a. In the case that an Executive Committee member will be studying abroad in the Spring semester, the Executive Committee member must submit a letter of resignation prior to the end of Fall semester.
 - b. The Executive Committee member must notify the Elections Commissioner of this vacancy at least one month prior to the end of Fall semester allowing time for a Special Election to be held if deemed necessary. Holding a Special Election prior to the end of Fall semester is highly recommended.
 - c. In the case that an Executive Committee position is unexpectedly vacant due to unforeseen circumstances, a Special Election will be held. This Special Election should be held as soon as possible after the position becomes vacant.
 - d. In the event that there are no candidates for a vacant Executive Committee position in a Special Election, or if only one eligible student self-nominates for the position, the following “Step Up” policy will apply. A reasonable, comprehensive effort must first be made by the Elections Commission and Executive Committee to inform all eligible students for the position in writing that there will be a vacancy. All eligible candidates must be contacted in writing at least twice, and nominations must be open to every eligible student. The Step Up Policy can only be activated at the close of a normal self-nomination process:

- i. The Executive Committee may, by a simple majority vote, recommend a single student who is eligible for the vacant position to the SGA Senate to fill the position for the remainder of the academic year.
 - ii. The Senate will conduct a Willingness-to-Serve style interview at its next meeting to evaluate the Executive Committee's nomination.
 1. The SGA President must send out an all class email prior to the Senate's vote alerting the student body that the Step-Up Policy has been activated and inviting them to the Senate meeting where the vote will take place.
 2. During the discussion, Senate must allow non-Senators to speak so that the entire student body has the opportunity to ask questions of and provide an opinion on the candidate prior to Senate's vote if they wish.
 3. Once the positions have been filled, the SGA President must send out an all class email informing the student body.
 - iii. The Senate will then vote to confirm the nominated student to the position as a full Executive Committee member for the remainder of the academic year by a 2/3rds majority vote by secret ballot.
 - iv. Consistent with the Student Body Constitution, the SGA President is empowered to make interim appointments to any Executive Committee position in the intervening time between a vacancy and the Senate's consideration of a nomination.
 - v. This policy is intended to apply only to situations where a position must be filled and running an election for a single candidate or no candidates would be an unreasonable expenditure of time and resources. It is not intended to circumvent any elections process or exclude any member of the student body from running for a position for which they are eligible.
4. During a Special Election, all vacant positions are run in the election and the Willingness to serve process is put on hold for all elected positions.
 - a. It is the responsibility of the Elections Commission to adequately advertise the special election timeline, open positions, and voting.

§ 603 Voter and Voting Information

603.1 Voter Eligibility and Rights

- A. All Students who pay the Student Activity Fee are entitled to participate in SGA as voters in all elections conducted by SGA.

- B. Only members of a particular class may vote for their respective Class Council Officers or Class Senators
- C. Only members of a given residential area may vote for their Residential Area Senators
- D. All voters have the right to cast a ballot without being coerced into voting for a certain candidate.
- E. All voters have the right to report any violation of their voter rights to the Elections Commissioner

603.2 Elections Schedule

Fall Elections

- A. The Elections Commission shall advertise open positions to the Student Body as soon as possible over the summer and at the beginning of the fall semester
- B. The Elections Commissioner, in coordination with the Executive Committee, is authorized to begin the fall election cycle the first or second week in which classes are held. The schedule must be set and announced over the summer or as early into the semester as possible.
 - a. The election cycle is defined as the series of election events beginning with the optional information session and ending with the announcement of the results.
- C. Self-nominations will be due by 4:30pm at Case desk in the SGA Office on the first Friday of the election cycle of the fall semester.
 - a. A mandatory meeting will take place on that day at 5:00pm.
- D. Signatures will be due by the second Tuesday of the election cycle at 4:30pm in the Elections Commissioner's mailbox.
- E. Speech Night will take place the following evening (Wednesday).
- F. Online voting will begin Thursday at 12:01am and end Friday at 11:59pm.
 - a. Voting booth hours and locations will be determined by the Elections Commission
- G. Should any holiday or school event prevent this schedule from taking place as written, the Elections Commissioner will be responsible for modifying the schedule while retaining, as close as possible, the same amount of time for and in between each stage.

Spring Elections

- A. The Elections Commission shall advertise open positions to the Student Body at reasonable intervals leading up to the election.
- B. The Elections Commissioner, in coordination with the Executive Committee, is authorized to begin the spring election cycle the first or second week following Spring Break. The schedule must be set and announced prior to Spring Break.
- C. There shall be at least one optional information session held no later than the second Wednesday following Spring Break by 8:00pm.
- D. Self-nominations will be due by 4:30pm at Case desk in the SGA Office on the first Friday of the election cycle.
 - a. The mandatory meeting will take place on the Friday following Spring Break at 5:00pm.
- E. Signatures will be due by 4:30pm on the second Tuesday of the election cycle in the Elections Commissioner's mailbox.

- F. Subsequent election stages will occur in the same weekly pattern as the Fall election.

603.3 Voting Hours

- A. Voting will occur online over a 48-hour period starting at 12:01am on the Thursday following Speech Night and ending at 11:59 pm on Friday.
- B. Students may log in to vote from any computer via the SkidSync using their individual student username and password.
- C. Students may vote at a voting booth supervised by Senators and/or Elections Commission members during designated hours at the Case Information Desk and the Atrium.
- D. Senators and/or the Commission members staffing the voting booths are under the supervision of the Elections Commissioner.
- E. During voting hours, Case Center and the Dining Hall will be considered official “polling places.”
- F. Candidates may not staff voting booths.

603.4 The “No Confidence” Option

- A. For every SGA position, contested or uncontested, there will be a “No Confidence” option that a voter may select.
- B. If more than 40% of votes for a position are deemed “No Confidence,” the election shall be rerun in the following round or Special Election.
- C. The following explanation point must be included on the voting website: Selecting “No Confidence” indicates that you do not think any of the candidates are qualified for a position.

603.5 The “Abstain” Option

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

603.6 Vote Counting

- A. Votes will be tallied automatically by the student voting system, accessible to the Elections Commissioner, the SGA President, and the Office of Leadership Activities.
- B. The candidate who receives the greatest number of votes will win the election.
- C. Election results must be certified by the SGA President, after the President has consulted with the Elections Commissioner and the Office of Leadership Activities.
- D. Candidates will be informed of the results by phone and/or e-mail within 1 hour of the end of voting unless there are technical difficulties or a disqualification needs to be resolved.
- E. The list of elected candidates will be sent out to the student body by the SGA President. Full election results will be posted on the SGA Website and on Skidsync.

§ 604 Candidate Eligibility and Rights

604.1 Basic Requirements:

- A. According to the Student Body Constitution, All Students who pay the Student Activity Fee are entitled to participate in SGA as voters in all elections conducted by SGA. All such Students who also meet academic and social standing requirements may be candidates for SGA office. Students must not be studying off-campus to hold an officer position.
- B. All students are eligible to run for any SGA position with the following exceptions:
 - a. Candidates for Residential Area Senator are only eligible to run for the seats that represent their specific living area (i.e. Northwoods Senators must live in Northwoods, the Wait Senator must live in Wait, etc.)
 - b. Only members of their respective classes may run for Class Council Officer positions.
- C. Students running for a position on the Executive Committee, with the exception of SGA President and Senior Class President, must have more than one semester on their respective committee or at least one semester on Senate.
 - a. Only students who have sat on Senate for one complete semester may run for SGA President.
 - b. The Executive Vice President may run for SGA President after being in their position for one complete semester.
 - c. Any senior may run for the position of Senior Class President.
- D. A full semester on Senate is defined as having been a voting member or Parliamentarian of Senate for 2/3rds of the Senates in a given semester.
- E. Students are eligible to run for only one Senate seat at one time.
 - a. No student may hold multiple seats on any single committee, including the Senate.
- F. Students may not run as “co-candidates” for a single office.

604. 2 Rules for Students Running from Abroad

- A. A student may run for office while studying off-campus as long as the candidate will be an eligible office holder (See **§604.A**) when fulfilling their term.
- B. A student running from abroad must follow all Elections procedures via one designated proxy.
 - a. A student on campus may only proxy for one student running from abroad, per a given round of Elections
 - b. A designated proxy may not run as a candidate in that same round of Elections.
- C. The candidate must self-nominate via e-mail to the Elections Commissioner and the SGA President.
 - a. In this e-mail, the candidate must give the name of their proxy.
- D. The proxy fulfills all of the candidacy and campaigning duties of the candidate during the Elections cycle under the supervision of the candidate, including nominating the candidate at the Case Desk in the SGA Office.
- E. The candidate is accountable for every action the proxy takes during the Elections cycle.
- F. The proxy must follow all rules as if the proxy is the candidate (for example, all signatures must be personally obtained by the proxy).

§ 605 Candidate Responsibilities

605.1 Self-Nominations

- A. All candidates must self-nominate at the Case Desk in the SGA Office by registering name, desired position, signature, and contact information.
- B. Candidates must self-nominate by 4:30pm following the timeline:
 - a. Fall Election – first Friday of the semester
 - b. Spring Election– first Friday following Spring Break

605.2 Mandatory Meeting

- A. All self-nominated candidates must attend a Mandatory Meeting regarding the Elections Policies and Procedures. The meeting shall be conducted by the Elections Commissioner or a designee.
 - a. If a candidate misses the Mandatory Meeting, disqualification will result.
 - b. If a candidate has prior knowledge about inability to attend, the candidate must notify the Elections Commissioner prior to the Mandatory Meeting.
 - c. In the case of emergency or extenuating circumstances, the candidate has 24 hours from the start of the Mandatory Meeting to contact the Elections Commissioner.
 - d. The Elections Commissioner will take attendance at the Mandatory Meeting to ensure that the candidates have been present for the overview of the Elections Policies and Procedures.
- B. Before the Mandatory Meeting, the Elections Commission is responsible for creating a short pamphlet highlighting the main points of the Elections Policies and Procedures for the candidates (i.e. campaign guidelines and disqualifications, etc.) to be distributed during the Mandatory Meeting
- C. Upon the completion of the Mandatory Meeting, candidates must sign and return a statement of consent to follow the Elections Policies and Procedures and conduct themselves in accordance with the Skidmore College Honor Code.
- D. Candidates may begin campaigning and collecting signatures immediately after the Mandatory Meeting.
 - a. Campaigning before the completion of the Mandatory Meeting will result in disqualification.
- E. After the Mandatory Meeting, races are finalized with the exception of disqualifications and withdrawn candidacies.
- F. The Elections Commission will be responsible for posting the rules publically.

605.3 Platforms

- A. Platforms must be, at maximum, 1 single-sided typed page, and include:
 - a. Name
 - b. Class Year
 - c. Position
 - d. A brief description of goals & aspirations pertaining to the desired position
 - e. A picture of the candidate
 - f. Signature of Candidate
- B. A candidate cannot submit a platform in conjunction with any other candidate. On their official platform candidates cannot reference, directly or indirectly, any other candidate

nor can they mention endorsements received from individuals. Endorsements from SGA Clubs that adhere to the Club Endorsement Stipulations (§607.J.b.) are permitted on platforms.

- C. Platforms will be displayed (in hard copy):
 - a. At the voting booths
 - b. On the SGA bulletin board
- D. Platforms will be displayed (in digital copy):
 - a. As a link on the SGA Website or on Skidsync
 - b. As a link in the E-mail(s) sent by the SGA President to the student body
- E. Platforms are due, in digital and hard copy to the Elections Commissioner by the date and time specified by the Elections Commission and these policies.

605.4 Signatures

- A. Candidates may begin obtaining signatures after the Mandatory Meeting.
- B. Every signature sheet must display the candidate's name and desired position.
- C. Each candidate must personally obtain a designated number of printed names, signatures and class years from students endorsing candidacy.
- D. Signatures are due to the Elections Commissioner by the date and time specified by the Elections Commission.
- E. The number of required signatures can be found below

605.5 Required Signatures:

POSITION	# OF SIGNATURES	FROM WHOM
SGA President	300	Student Body
SGA Vice Presidents	250	Student Body
All Class Presidents	150	Members of Class
Other Class Council Officers	100	Members of Class
Class Senators	150	Members of Class
Residential Area Senators	150	Student Body
Speakers Bureau Chair	200	Student Body
SEC Chair	200	Student Body
CHILLMORE Chair	150	Student Body

§ 606 Speech Night

- A. All candidates or their proxies must participate in Speech Night
 - a. If a candidate or proxy has a conflict with the date and time, they may appoint an alternate speech deliverer or may designate an Elections Commission member to deliver the speech.
 - b. The candidate must inform the Elections Commissioner of the alternate speech deliverer's name by email before Speech Night.
- B. There will be two different ways that the Speech Night can be held. The Elections Commission shall determine which Speech Night will be used prior to the start of the election.
 - a. Speech Night Option A: Each candidate must make a speech during Speech Night

- i. The Election Commission will determine the order of speeches.
 - ii. Speeches may be no more than 3 minutes long.
 - iii. Candidates may not reference other candidates in their speeches.
 - 1. Doing so will result in disqualification.
 - iv. A Question and Answer session will follow each speech or group of speeches, during which questions must address all of the involved candidates with the following exception:
 - 1. If a question from the audience pertains directly to a specific candidate's speech, the question may be directed solely to that candidate.
- b. Speech Night Option B: Each candidate must make a video speech due by midnight Sunday of the election period.
 - i. A designated member of the Election Commission will post the video speeches on the SGA Website's elections page, SGA YouTube Account, and the SGA Facebook "Skids Scribner", and other appropriate social media pages.
 - ii. Candidates may not reference other candidates in their speeches, nor can candidates be in each other's videos
 - iii. The videos may be no more than 3 minutes long.
 - iv. A Q&A session will be held during Speech Night moderated by members of the Elections Commission
 - v. Questions should be addressed to all of the involved candidates with the following exception:
 - 1. If a question from the audience pertains directly to a specific candidate's speech, the question may be directed solely to that candidate
- C. The Elections Commission may modify the speech night format as needed to be considerate of time, technology, and space needs, as well as to add as much creative thought into the program as possible.
 - a. The Elections Commission may decide, as part of Speech Night, to hold a debate between candidates for SGA President. The debate must be carefully moderated by a neutral party, selected by the Elections Commission, with the intention of encouraging healthy and respectful debate on the candidates' platform, qualifications, and vision for Skidmore. Certain restrictions on referencing other campaigns should be reasonably waived so as to encourage respectful, yet comprehensive, debate.
- D. The ballot will be finalized by the Elections Commission immediately after Speech Night.

§ 607 Campaigning

- A. The candidate is responsible for all campaign materials promoting their candidacy, but is not the only individual who may promote or share their own materials.
 - a. SGA is not accountable for campaign materials.
 - b. Candidates may refer to other candidates for the same position they are seeking, but must refrain from personal attacks, false statements, or actions of the candidates outside of their explicit campaign materials or previous experience, if

- any, in SGA. Any comments should focus on the campaign materials, experience, and SGA record of the candidate in question.
- c. Candidates may not endorse or reference the campaigns of candidates for other positions in their official campaign, but sharing posts online without comment and having individual conversations about the election are permitted, subject to the other restrictions contained in these policies.
- B. Candidates may not tamper with, destroy, or remove another candidate's campaign materials.
- C. Non-candidates may discuss the election both online and in-person and openly endorse a candidate.
- a. Candidates are responsible for maintaining a respectful and fair campaign to the best of their abilities.
- D. Each candidate may have no more than 50 physical pieces of campaign materials at a time.
- a. These physical pieces may not exceed 2' x 3' (24"x32") (6 square ft.)
- E. Candidates have a \$25 spending limit on purchasing any additional supplies and materials, including any purchased ads, as well as online websites and ads.
- a. Candidates must keep all receipts for any purchases made
 - b. If the candidate has made a purchase of any online advertisements (e.g. through Facebook), the candidate must provide some form of receipt for the purchase.
 - c. Candidates may not purchase ads in a Skidmore-affiliated publication
 - d. Candidates may not seek celebrity endorsements.
 - e. The Election Commission may request to see receipts or a report of this information at any time. Failure to produce receipts in a timely manner may result in disqualification.
- F. At Speech Night, all candidates may be expected to submit a "Campaign Report" to the Elections Commission. If this report is to be expected, the candidates will be notified prior to Speech Night.
- G. Candidates must account for all campaign materials used, created, and/or purchased, including all receipts for purchased materials.
- a. Candidates may use any prior purchased or owned materials, but they must account for those materials in their Campaign Report.
- H. Candidates are responsible for removing physical campaign materials from campus within 48 hours after results are announced.
- I. Locations for Posting Materials
- a. Candidates must adhere to Club/Event Publicity Guidelines for posting items around campus (e.g. materials may not be posted on glass, no duct tape on painted surfaces on the ground; see full guidelines in Student Handbook).
 - i. Anything posted outside of those guidelines will be subject to removal by Facilities Services and the Elections Commission.
 - b. Materials may not be placed in the following locations:
 - i. Scribner Library
 - ii. Classrooms

- iii. Locations deemed unacceptable by Facilities Services
- iv. Mailboxes
- v. Under doors
- vi. Inside Case Center or the Dining Hall Atrium during voting hours.

J. Campaigning Online

- a. Candidates are free to use the Internet for campaigning, under the following guidelines:
 - i. Candidates may send individual online messages (e-mails, Facebook messages, “timeline” posts, etc.).
 - ii. Candidates may create Facebook groups, websites, etc. describing their candidacies.
 - 1. No restriction will be made on what individuals may add members to these groups.
 - iii. Candidates may develop the free websites housed on Skidmore’s server by virtue of their student account (Skidmore.edu/~student username) (Contact IT for help with this service).
 - iv. No e-mails may be sent to any Skidmore-owned lists endorsing or promoting a candidate’s candidacy, with the exception of club lists (see below for stipulations).
 - v. No mass-message e-mail lists may be created and used to promote a candidate’s candidacy, with the exception of Facebook groups.
- b. Club Endorsement Stipulations
 - i. Candidates may attend club meetings and request endorsements from those clubs.
 - ii. Club officers may choose to endorse certain candidates through their own e-mail lists.
 - 1. If a candidate for any position is a member of a Executive Board of a Club, the Club may not endorse any candidate for the particular position the E-Board member seeks.
- c. Campaigning Rules During Voting Hours
 - i. During voting hours, any public computer is considered a “polling place.”
 - ii. When voters are at a “polling place” or are voting at a personal computer, any coercion of those voters to vote for a certain candidate will be grounds for disqualification.
 - iii. No candidate may be present for a prolonged period of time during the time when votes are being purposely solicited. (For example, when non-running Senators are staffing the voting tables, a candidate may not preside for a prolonged period of time in the SGA front office.)
 - iv. Candidates must remove any physical campaign materials from inside of Case Center and the Dining Hall Atrium by the time voting begins.
 - v. The Elections Commissioner will ensure that e-mails are sent to the appropriate Skidmore-Lists reminding students to vote.

K. Failure to abide by any of the above restrictions may result in disqualification.

- A. Failure to abide by these guidelines may result in disqualification.
- B. Candidates or students within the greater student body may report any violation of these Campaign Guidelines to any member of the Elections Commission or the SGA President.

§ 609 Grievances

609.1 Disqualifications

- A. Any violations of the Elections Policies and Procedures may be considered grounds for disqualification.
- B. The Elections Commission may disqualify a candidate by a majority vote at any point in the Elections cycle, given the appropriate grounds for doing so.
 - a. A disqualified candidate may not re-run for the same position for which they were disqualified if the race in which they participated must be re-run.
- C. Procedure
 - a. Any person may report an alleged violation of Elections Policy to the Elections Commissioner and/or the SGA President.
 - b. If the allegations concern a candidate:
 - i. A candidate may be disqualified from an election only if a report of alleged violation is made within 24 hours of an elections' certification.
 - ii. The Elections Commissioner must inform the candidate of the allegations and their potential disqualification, and grounds for it, at least 24 hours before the Commission votes on the disqualification.
 - 1. The candidate may submit a statement in defense at any time until the vote takes place.
 - 2. Commission members may collect evidence or otherwise investigate the allegations.
 - iii. Having allowed the candidate to submit a defense, the Elections Commission may, by a simple majority vote, make any of the following determinations:
 - 1. The candidate is not in violation
 - 2. The candidate is in violation, and will be issued a formal warning
 - 3. The candidate is in violation, and will be disqualified.
 - iv. The Elections Commissioner must inform the candidate and the SGA President in writing of all decisions.
 - v. Any determination made by the Elections Commission may be appealed to the Judicial Board according to the standard judicial process outlined in Title IV.
 - c. If the allegations concern behavior of or decisions made by Elections Commission itself:
 - i. The Executive Committee must inform the Elections Commission of the allegations and the potential ramifications, and begin the Judicial Board process.
 - ii. The Executive Committee is empowered to make all decisions in the place of the Elections Commission that are necessary and proper to ensure that the election cycle can be continued during the Judicial Board process.
 - iii. Any determination made by the Judicial Board or the Executive Committee may be appealed to the appropriate body outlined in Title IV.

609.2 Contesting an Election

- A. Election results may be contested upon final vote tallies within 24 hours of an election's certification.
 - a. Any violation of the Elections Policies and Procedures may be grounds for contesting an election. Examples include, but are not limited to:
 - i. Testimonies of coercion or inappropriate campaigning
 - ii. Technological flaws in the voting process
 - iii. Any candidate's failure to meet Candidate Responsibilities
 - iv. Inappropriate actions or procedural flaws on the part of the Elections Commission
- B. Only a candidate may contest an election, with the following exception:
 - a. If an Elections Commission member recognizes inappropriate action or procedure flaws on the part of another member, that person may make a report as a formal contest to the SGA President upon final vote tallies.
- C. The Complainant carries the burden of proving their allegations with evidence
- D. The Respondent carries the burden of preparing a rebuttal and addressing the points of the allegation.
- E. In the case of inappropriate actions or procedural flaws on the part of the Elections Commission, the Elections Commissioner must act as the respondent on behalf of the Commission and fulfill all respondent duties.
 - a. Additionally, individual members of the Commission who are suspected of having committed violations of Elections Policy must also serve as a respondent with respect to their individual case.
- F. The Judicial Board process must be initiated to handle all contested elections.
 - a. In addition to applying sanctions or other measures as necessary, the Judicial Board must make one of the following determinations with respect to the contested election:
 - i. No further action: the results of the election will stand
 - ii. Rerun Election
 - 1. Full race: all original candidates will be permitted to rerun in the election
 - 2. Full race with a disqualification: one or more candidates may be disqualified from participating in a rerun election
 - iii. Disqualification of culpable candidates: the candidate with the most votes who is not disqualified is the winner of the election.
 - b. Judicial Board decisions may be appealed to the Appeals Board

Part II: Willingness-to-Serve

§610 The appointments process within the Elections Commission (EC) shall be called Willingness-to-Serve.

§ 611 Mission

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

§ 612 Role of the Elections Commissioner

- A. The Elections Commissioner will appoint a member of the committee that is responsible for making sure the online application is up to date and functions properly before the start of the Willingness-to-Serve process.
- B. The Commissioner is responsible for saving documentation of all Willingness-to-Serve applications as they are received via Skidsync.
 - a. The Commissioner shall meet with individuals interested in open SGA positions. They will inform the individuals about commitments associated with their desired position(s).
 - b. The appointed member of the committee who is in charge of Willingness-to-Serve shall be responsible for sending the SGA President a list of candidates who will come before Senate by the preceding Sunday.
 - c. The Commissioner shall be responsible for scheduling Senate interviews and communicating the Senate agenda to candidates.
 - d. If candidates are approved by Senate, the commission member appointed in charge of Willingness-to-Serve shall be responsible for notifying the Chair(s) of their respective committee(s).
- C. If candidates are approved by Senate, the Commissioner shall be responsible for notifying the Chair(s) of their respective committee(s).

§ 613 Procedure

- A. The Willingness-to-Serve process for open seats that are intended to be filled via an election must be filled by the Senate body during a meeting of the Senate.
- B. No elected position left vacant by the Spring Election can be filled by the Willingness to Serve Process until the first Senate immediately following the announcement of the Fall Election Results.
 - a. The SGA President is empowered to fill temporary vacancies (§301.21); however, appointments to elected positions left vacant by the Spring Election should be made on an interim basis with the understanding that the appointee will run in the Fall Election.
- C. Specific committees will perform the Willingness to Serve Process for each person interested in joining the committee.
 - a. Each member of the specific committee will be eligible to vote on those going through the Willingness to Serve process.
 - b. A willingness candidate will be admitted to a committee only if they receive the minimum of a 2/3 vote of approval by the members of that committee. The Committee Chair is responsible for notifying the Elections Commissioner of the results of the vote within 24 hours.
 - 1. A Willingness to Serve Candidate must attend one full meeting of the committee that they wish to join prior to the vote.
 - c. The Elections Commissioner is responsible for ensuring that both the relevant committee chair and the Willingness to Serve Candidate are aware of these procedures at the beginning of the process.
- D. Willingness to Serve Candidates for All College Committees will have to be approved by Senate.

- E. No contested Class Council President, Vice-President, or Finance Officer Willingness to Serve vacancy shall be filled by Senate; rather, these vacancies will be run in a micro-election, unless a Special Election is happening at the same time.
 - a. A vacancy must be advertised to the respective constituency via email for a 48 hour period before it may be considered an uncontested Willingness to Serve to come before Senate.
- F. The job of the Elections Commissioner in terms of Willingness to Serve shall be to:
 - a. forward personal statements to the chairs of relevant committees and to inform the Willingness to Serve candidates of the time and meeting place of the committee in which they are interested.
 - b. distribute, collect, and examine Willingness to Serve candidates signature sheets for Senate Willingness to Serve Applicants.
 - c. schedule All College Committee and Senate Willingness to Serve interviews before Senate in a timely manner and alert the SGA President of such interviews before the agenda is sent out on Sunday.
 - d. be prepared with voting slips for Senate and count the ballots immediately following Senate.
- G. It is recommended that the Elections Commissioner maintain, to the best of their ability, and with the assistance of the Executive Committee, an up to date list of the number of vacancies for all committees and bodies whose seats are filled by the Willingness to Serve Process. This includes, but is not limited to: Senate, Inter-Class Council, SGA Committees, Faculty and All-College Committees.
- H. In the absence of an elections commissioner the Vice President for Inclusion and Outreach will assume the responsibilities.
 - a. In the event that both the Elections Commissioner and the Vice President for Inclusion and Outreach are candidates in an election, then an Elections Supervisor may be appointed to take over the task of running the election.
 - i. The Elections Supervisor cannot be a candidate in the election and they must be approved by a 2/3 majority of the Executive Committee.
 - ii. The Executive Committee may choose to appoint two (2) Elections Supervisors to share the duties of running the election.
 - iii. The Elections Commissioner is able to make the plan for the election (draw up the schedule, reserve the spaces, begin advertising, etc.), but the Elections Supervisor must be in charge of executing the plan.
 - iv. The Elections Commissioner can resume the full duties of Elections Commissioner 24 hours after the announcement of the election results.

§ 614 Micro-Elections

- A. A micro-election shall be held when a Class President position becomes vacant and when a Class Council Vice President or Finance Officer position is contested through the Willingness to Serve process.
 - a. A position is considered to be contested if two or more people fill out the Willingness to Serve form before the first person to apply is listed on the Senate agenda for their confirmation interview.
- B. Once a micro-election is called, no one else can self-nominate for the position being contested.

- C. Only the contested position(s), not all vacancies, shall be run in a micro-election. The Willingness to Serve process will continue as normal for all other positions.
- D. The timeline shall follow, as closely as possible, the standard election timeline.
- E. Relevant constituencies must be notified about voting and tabling/Rock the Vote events will take place at the discretion of the Elections Commission.

§ 615 Mid-Year Vacancy Notification

- A. A mid-year vacancy is defined as any SGA position that, for whatever reason, becomes available after the Fall Election results are released and before the Spring Election cycle begins.
 - b. This does not include positions that were left unfilled by the Fall Election cycle.
 - c. Mid-year vacancies on the Executive Committee are exempt from this clause and should defer to § 602 Special Elections of the SGA Bylaws for the notification and advertising requirements.
- B. Senate and ICC vacancies that occur during the academic year must be advertised at least once via e-mail to the position's constituency within five class days from the time the position becomes available.
- C. The e-mail notification of the vacancy must contain information on how to apply for the position (i.e. the Willingness to Serve online application link, the Elections Commissioner's e-mail address, location of sign-up sheet, etc.). From the time the e-mail notification is sent, a minimum of 48 hours shall be given for students to apply for the position before any action can be taken to fill the seat via Willingness to Serve or an election.
 - a. The Elections Commissioner *may* advertise and enforce a deadline for self-nominations when appropriate. After the deadline, no additional students may apply for the position.
 - b. For Class Council and Class Senator vacancies the e-mail notification should be sent out by the Class President to his/her class.
 - c. For Residential Senator vacancies the e-mail notification should be sent out by the Elections Commissioner to the residents of the Residence Hall/Apartment Village via the respective Area Coordinator from the Office of Residential Life.
- D. The Elections Commissioner may exercise discretion over this policy in the event of an exceptionally large number of vacancies occurring in a short span of time. With the approval of 2/3 of the Executive Committee, the Elections Commissioner may choose not to notify relevant constituencies for up to 30 days after a vacancy opens so that SGA may respond appropriately to the multitude of vacancies.

**Skidmore College Student Government Association
Bylaws**

Title VII: Club Policies and Procedures

Adopted by the SGA Senate: April 21, 2015

Last Amended: April 24, 2018

§ 700 All SGA Clubs are bound by the following Club Policies and Procedures

§ 701 Club Definition

All clubs are chartered to benefit the entire Skidmore College Community and to promote and practice special interests. Club leadership is selected at the discretion of the club charter; however, all club executive boards must include at least one president and one treasurer. Membership to all clubs is open. The process by which they are budgeted is specified in the Student Government Association (SGA) Financial Policies and Procedures.

§ 702 Club Rights

All Chartered clubs hold the following rights:

- A. To appeal to the Judicial Board if the club deems the Club Affairs Committee (CAC) or Budget and Finance (B&F) decision unconstitutional
- B. To be informed of all financial, club, and SGA policy changes
- C. To book space necessary for meetings, activities, and events
- D. To create a club specific e-mail address list
- E. To advertise with SGA sponsorship
- F. To obtain Skidmore College web-space
- G. To be heard by the SGA Senate

§ 703 Club Regulations/ Responsibilities

703.1 Universal Club Regulations require all Clubs:

- A. To uphold all provisions in the Student Body Constitution
- B. To abide by all CAC and B&F Policies and Procedures
- C. To uphold all provisions of their individual charter
- D. To hold annual elections for at least president and treasurer, unless otherwise specified by CAC
- E. To ensure open membership, clubs may not deny membership to anyone based on: race; ethnicity; sex; gender expression; sexuality; religion, spirituality, or lack thereof; nationality or immigrant status; physical or mental ability; body type; language; age; veteran status; marriage status; parental status; ancestry; medical condition. Club leadership, in consultation with the Vice President for Club Affairs and the Office of Leadership Activities, may apply limitations on an individual's club activity in the

interest of avoiding a true safety hazard to club members, coaches, spectators, or any other people or animals on a strictly case-by-case basis. Anyone may initiate an appeal to such a limitation to the SGA Judicial Board.

703.2 Presidents Council

- A. The Presidents Council consists of all club presidents and co-presidents and is chaired by the Vice President for Club Affairs
- B. Presidents Council shall consist of the following: the Vice President for Club Affairs as the Chair, all members of the Club Affairs Committee, and all presidents of SGA chartered clubs.
- C. If a club president cannot attend, the club is responsible for sending a representative
- D. The Presidents Council will convene at the discretion of the Vice President for Club Affairs.
- E. The VPCA shall be reasonable with the number of Presidents Council they convene in order to not inundate Club Presidents with too many meetings
- F. The VPCA may hold multiple meetings in a week with the same agenda in order to accommodate Club Presidents' schedules, but each club only has to be represented at one of the multiple meetings.
- G. 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.
- H. Members of the Presidents Council shall be elected to SGA Committees that oversee club matters in the following manner:
 - a. Two Representatives shall represent Presidents Council to the Club Affairs Committee.
 - b. One Representatives shall represent the Presidents Council to the Budget and Finance Committee.
 - c. One Representative shall represent the Presidents Council to the Events Council.
 - d. The Representatives shall act as voting members of these committees, and they must be club presidents. The Presidents Council shall elect them during the first meeting of each semester, and they shall each be elected for a term of one semester in a manner moderated by the VPCA and explained in detail in the CAC Operating Codes. Presidents Council Representatives shall be given time to speak and lead discussions during each Presidents Council meeting. The Representatives are also responsible for communicating with club Presidents (in coordination with the VPCA) to ensure proper representation of all clubs.

703.3 Club Renewal Meeting and Process

- A. All club presidents and treasurers must attend the annual renewal meeting

- B. If an Executive Board officer cannot attend, an active club representative may do so in their place
- C. This meeting must take place within the first three weeks of the fall semester
- D. All club budgets will be frozen on the first day of classes and will remain so until the renewal meeting
- E. If a club fails to send a representative to the renewal meeting, that club's budget will be frozen until the club coordinates a special meeting with the Vice President for Club Affairs or the Vice President for Financial Affairs
 - a. If a club fails to attend the renewal meeting and fails to co-ordinate the aforementioned special meeting, that club will face sanctions at the discretion of CAC and B&F
- F. During the special meeting all clubs must:
 - a. Sign a written agreement to abide by all CAC policies, Budget and Finance policies, and the Skidmore College Honor Code
 - b. Sign a written agreement to abide by all legal limitations
 - c. Compile a full Executive Board Contact List
 - d. Register when the club will hold elections
 - e. Compile an active member roster

703.4 SkidSync

- A. All Clubs are required to have a SkidSync page.
- B. Club leadership must be consistently updated on a club's SkidSync page.
 - i. All club presidents and treasurers must be admins of their SkidSync pages.
 - ii. Other executive board members also have the right to be SkidSync admins.
- C. A club must have an event registered on SkidSync in order to be considered active.
 - i. An event may be classified as a variety of activities including, but not limited to, a general meeting, a practice, a performance, a rally, a sale, or a conference.

703.5. Club Elections

- A. All clubs must hold Executive Board elections at least once a year in either the fall or the spring semester
- B. All club charters must include this policy
- C. All clubs must alert CAC of any leadership changes

703.6. Club Sports

1. All requests for on-campus practice space must be approved [in writing] by Athletics before coming to SGA.
2. Any club sport chartered after October 11th, 2016 cannot have a budget exceeding \$15,000 per year.

3. The budget for off-campus space must be proportional to the membership of the club.
4. Requests to practice off-campus must be approved by the Office of Leadership Activities, Club Affairs Committee, and Budget and Finance Committee before the space can be used.

§ 704 Club Annual Summaries

- A. All clubs are obligated to fill out an annual club summary at the end of each academic year
- B. The summary at a minimum must include:
 - a. A list of Executive Board officers for the upcoming semester
 - b. A summary of the club mission statement
 - c. A summary of events and attendance
 - d. A summary of how clubs apply Creative Thought Matters to their meetings, events or advertising campaigns
 - e. A summary of how SGA can better suit their needs for the upcoming year
- C. All summaries must be turned in to the Vice President for Club Affairs two weeks before the end of the spring semester

§ 705 Administrative Responsibilities

All clubs must accept responsibility for:

- A. The supervision of club events
- B. Assuring that facilities are used for the purposes for which they were requested
- C. Reimbursing Skidmore College for any damages done to College property
- D. Following the Skidmore Student Handbook
- E. Using allocated funds responsibly
- F. Submitting all appropriate paperwork for off campus trips
- G. Following all Skidmore College policies

§ 706 Club Charter

706.1 Club Charter Review

- A. All clubs may amend their charters
- B. A club that wishes to alter their charter must meet with and present CAC with charter changes using red font for changes and red with strikethrough for deleted items
- C. The club must provide CAC with an electronic copy of the amended charter at least 2 days before their assigned meeting
- D. CAC will vote by majority to recommend the amended charter to Senate
- E. CAC can recommend the charter to Senate, which will make the final decision

706.2 Charter Requirements

- A. All clubs must have a charter outlining the processes and procedures of the group
 - a. All club charters must include:

- b. An article describing the club's name
 - c. An article outlining the club's mission statement
 - d. An article outlining the club's goals
 - e. An article outlining the club membership and eligibility for membership
 - f. An article outlining club officers and duties
 - g. An article describing the role of the faculty adviser
 - h. An article outlining club meetings and regular activities
 - i. An article outlining club elections and eligible voters and candidates
 - j. An article outlining the process of the removal of officers or other members
 - k. An article outlining the process for charter amendments
 - l. An article outlining the club's Budgetary Classification
 - m. A space for the Vice President for Club Affairs signature
 - n. A space for the date of Senate's approval
- B. Clubs must submit an electronic copy of their charter to the Office of Leadership Activities and the Vice President for Club Affairs
- C. If SGA and the Office of Leadership Activities loses a charter a club can resubmit a new version
- a. The Vice President for Club Affairs will circulate the charter via senate-list@skidmore.edu for 1 week to compile comments from the Senate body
 - b. CAC will discuss the charter and vote by majority whether to recommend the document
 - c. Senate will vote on final approval
 - d. Note that this is not chartering a club but an acknowledgment of current practices

§ 707 Club Chartering Process

The following is the process to petition:

- A. Obtain and submit the Intent to Organize Form and have a preliminary discussion with the Vice President for Club Affairs
- a. All clubs must demonstrate that no other body or entity currently on the Skidmore campus fulfills the mission of the club, before pursuing chartering
 - i. The VPCA may propose that an existing club absorb the new club, in order to accommodate similar interests in one club
 - ii. A community service oriented club must consult with Benef-Action before pursuing chartering
 - b. If there are any concerns about undue future costs associated with the prospective club it is the responsibility of the VPCA to require the prospective club to meet with the VPFA as well to discuss these costs.
- B. Following the initial meeting with the VPCA, the club must obtain 300 valid signatures of the student body including their name, signature and class year. The club may have a column for

student email addresses in order to build an initial email list, but it must be clear that this column is optional.

- a. A member of the student body is defined as any student paying the Skidmore Student Activity Fee

C. Schedule the Review Meeting I with CAC to discuss a potential eight week trial period

- a. Potential clubs should bring both the Intent to Organize form as well as the 300 signatures to this meeting

- b. CAC has full discretion to grant the trial period by a voting majority based on whether or not CAC feels this club may have a healthy, sustainable place at Skidmore. CAC should grant this trial period unless it feels, beyond a reasonable doubt, that the club would be unsuccessful.

- c. Clubs may not come in to request a trial period less than one month prior to the last day of classes.

D. If granted a trial period in Review Meeting I, clubs must:

- a. Establish a full Executive Board
- b. Present CAC with meeting times prior to the end of the trial period
- c. Present CAC with a list of possible events prior to the end of the trial period
- d. Begin meeting regularly
- e. Begin planning and executing possible events
- f. Meet with the Vice-President for Club Affairs four weeks into the trial period to discuss their progress and resolve any issues
- g. Write a charter in 12pt Times New Roman Font (see appendix for the charter stencil)
- h. Create a budget, to be used if/when the club is chartered, with the assistance of the Vice President for Financial Affairs
 - i. If the club is chartered in fall semester, the budget may not exceed \$3,000
 - ii. If the club is chartered in spring semester, the budget may not exceed \$1500
- i. Schedule a meeting with the Budget and Finance Committee to discuss and review the potential budget
 - i. B&F will discuss and vote on whether to endorse the budget to CAC.
- j. Schedule Review Meeting II with CAC to discuss the progress of the club and a recommendation for Senate as voted by a majority
- k. One CAC member must attend at least one meeting or event of every club during its trial period
 - i. Each member must participate at least once a semester
 - ii. More may be required at the discretion of the VPCA
- l. At least one Executive Board member of the trial period club must set up and attend a meeting with the Director of Leadership Activities *or* the Assistant Director of Leadership activities to discuss the intentions and practicality of creating the club.

- E. If a club in its trial period decides to discontinue its existence, the club leadership must:
- a. Immediately notify the Vice-President for Club Affairs
 - b. If the club ever again decides to go through the chartering process, it must begin as if it never existed
 - c. If a club in its trial period disbands and does not inform the Vice-President for Club Affairs, and the Vice-President for Club Affairs can show that they have attempted to contact its leadership on multiple occasions with no response, the club may be considered discontinued.

If said club reaches out to the Vice-President for Club Affairs two weeks of the VPCA's initial attempt at contact their trial period may resume.

- F. A club in its trial period may request a meeting with the Club Affairs Committee to end their trial period early.

- a. This cannot be done less than one month into their original trial period.
- b. The club is still required to have completed all of the steps outlined in 707D before its meeting with the Club Affairs Committee.
- c. In this meeting the Club Affairs Committee may vote to recommend chartering to Senate or to require the club to go through with the rest of its two month trial period.

- G. Chartering at Senate

- a. If a club has been recommended by CAC to appear in front of Senate for approval, the club must present to the Senate body during the next available Senate session.
 - i. CAC may recommend a club to go to Senate if CAC feels the club has proven it will be healthy and sustainable.
 - ii. If a club has not been recommended by CAC to appear in front of Senate, then the club has the right to do so, though it must be made clear that the club does so without CAC's support.
- b. The VPCA will submit a resolution to charter the club. This resolution must include the mission of the club, whether this club wishes to be budgeted, and whether or not CAC's vote to recommend the club was unanimous or not. The VPCA will appear in front of the Senate body with the club.
- c. The club will present itself and its trial period. Following the presentation, the Senate body has the opportunity to ask the club members questions, and after which, Senate will vote on the charter.
- d. The club charter and budget should appear on the Senate floor during the same meeting. If the charter is approved by the Senate:
 - i. The VPFA will appear in front of the Senate body with the club

- ii. After the budget is presented, the Senate body has the opportunity to ask club members questions pertaining to the budget and then will vote to approve the budget
 - iii. If the budget is not approved, the club will make modifications, go to B&F for their endorsement of the new budget, and then return to senate for final approval
- e. If the club's charter is not approved by Senate, the VPFA shall strike the budget resolution from the agenda.
- H. Failure to Charter at Senate
 - a. If a club has been recommended to appear in front of Senate for chartering by CAC, but the Senate votes the resolution down, the club may go back to CAC in order to amend their charter instead of starting the process from the beginning. The club has the right to go back to CAC after a down vote in order to have a conversation about the club's future, whether that be in terms of SGA or not.
 - b. If a club makes significant changes to their charter, CAC may require said club to restart the chartering process from the Trial Period stage.
- I. Disqualification from Chartering:
 - a. Failing to abide by the chartering policies during the chartering process
 - b. Documents or signature forging/misrepresentation
 - c. Failing to abide by SGA policies and procedures

§ 708 Charter Amendment Process:

708.1 Process to amend a charter:

- A. The club must first follow charter amendment procedures as stated in its charter.
- B. A board member must contact the VPCA in order to discuss charter amendments
- C. The VPCA must then bring the charter to CAC. It is up to the VPCA's discretion as to whether club board members must attend a CAC meeting
- D. If CAC approves of the charter amendments, and the amendments fall under CAC's power outlined below, the amendments are made immediately.
- E. If any of the changes do not fall under CAC's power, and these changes are approved by CAC, then the VPCA will bring the amended charter to the next possible Senate for approval.
- F. Whether or not the amendments fall under CAC's powers, the VPCA along with consultation of the other members of CAC, may ask the club to go through a trial period before voting on the amendments.
- G. The VPCA shall notify the Senate body and the Office of Leadership Activities when amendments are implemented by CAC.

708.2 Club Affairs Committee Amendment Powers

A. CAC has the option to implement these categorical amendments in a club's charter without deferring to the Senate body, as long as the amendment does not require a Constitutional change:

- a. Club's name
- b. Club membership and eligibility for membership
- c. The name and number of club officers and their respective duties
- d. The faculty advisor, and the advisor's role
- e. Club election and eligibility policies
- f. Club meetings and regular activity policies
- g. The process for charter amendments

B. If amendments fall under those categories, but would significantly alter the function of the club, then CAC may not make the changes and must defer to the Senate body.

C. CAC must vote on these changes by a simple majority. The VPCA may only vote to break a tie.

§ 709 Policy Violation and Corresponding Sanctions

709.1 Club Violations and corresponding sanctions:

- A. If a club violates the SGA Constitution, Skidmore College Honor Code, CAC Policies and Procedures, Skidmore College Policy, the Financial Policies and Procedures, or their Club Charter, that club must meet with CAC to discuss appropriate sanctions in a case-by-case basis at the discretion of all reviewing committees involved
- B. CAC will hear the case and decide by majority vote, which sanctions may apply
- C. Sanctions may vary depending on the severity of the infractions
 - a. Sanctions include but are not limited to: a frozen budget, fines, scheduling restrictions, de-charter and officer removal
- D. At the discretion of both the chair of CAC and the chair of the Senate Executive Committee, cases can be brought before the Judicial Board forgoing or following a meeting with CAC.

709.2 Impeachment of an SGA Club Officer

- A. Impeachment should only be considered in the case of Skidmore College Policy, SGA Policy, or Club Charter violations and after consultation with the Office of Leadership Activities
- B. Any concerned member of a club must approach an officer in their respective club to discuss the impeachment of another officer
 - a. If there is only one club officer, the member can speak with the Vice President for Club Affairs to discuss an alternative process
- C. The Vice President for Club Affairs must be informed of the intent to pursue impeachment and determine all necessary consulting bodies

- D. The concerned member must let the consulting officer and officer in question know of the intentions to seek impeachment
- E. The club's Executive Board, including the concerned member(s), must convene to discuss reasons for impeachment
- F. The Executive Board, less the officer in question, will compile a list of violations or misdeeds, to be disseminated to all club members, upon a simple majority vote on the part of the Board.
- G. Impeachment will be determined by a 2/3 majority vote by members who have attended at least 50% of the club meetings and the officer in question may present a defense to the entire club
 - a. The result of the vote must be reported to the Vice President for Club Affairs
- H. An appeal with the SGA Executive board from impeached officer can be pursued after consultation with the VPCA
- I. The entire process must be completed within 3 weeks (defined as school in session) from the first meeting outlined in Section 2.A (above)
- J. Impeachment clauses in all individual club charters are now voided

§ 710 Club Probationary Status and De-Chartering

710.1 Voluntary De-Chartering

- A. The leaders of any club may enact the de-chartering process themselves
- B. Club leadership must meet with CAC for review
- C. CAC will decide whether to de-charter the group in question by majority vote
- D. If de-chartered, CAC must alert the Senate of the decision and publicize the outcome
- E. Once a club is de-chartered it cannot become active again unless it goes through the chartering process

710.2 Involuntary De-Chartering

- A. Involuntary de-chartering occurs when a club violates the CAC Policies and Procedures, Financial Policies and Procedures, and/or the SGA Constitution
- B. Club leadership must meet with CAC for review
- C. CAC will decide whether or not to de-charter the group in question by majority vote and make a recommendation to the Senate
- D. The Senate will vote on whether or not to de-charter the group
- E. Once a club is de-chartered it cannot become active again unless it goes through the chartering process

710.3 Sunset Clause Resulting in De-Chartering

- A. A club may only be considered active if it fulfills all of the following criteria:
 - a. Has an event scheduled on their Skidsync page.
 - b. Has updated their leadership on Skidsync.

- c. Had requested a budget, or confirmed with the SGA accountant or VPFA that they will not be needing a budget.
- B. After one semester of inactivity, a club's budget will be frozen until a representative of that club meets with CAC to discuss the reasons for inactivity
- C. After two consecutive semesters of inactivity, current club representatives must attend a review meeting with CAC to discuss possible de-charter
- D. After two consecutive semesters of inactivity, the VPCA shall contact the club's email list or any current or recent Skidmore student in order to reach out to other students who may want to take on the task of continuing the club.
- E. After three consecutive semesters of inactivity, the club will become de-chartered
- D. A de-chartered club cannot re-charter until at least two full semesters elapse

§ 711 SGA Club Fair

There will be an SGA Club Fair held once each semester. The Fairs must take place within the first two weeks of both semesters. It is the duty of the Club Affairs Committee to organize and execute the Fair. Only clubs chartered by the SGA Senate, clubs in trial periods, SGA Committees and other on SGA affiliated groups (e.g. Skidmore EMS and the Center for Sex and Gender Relations) are invited to participate in the Club Fairs, though other entities may join at the discretion of the Vice President for Club Affairs. The SGA Executive Committee must have a table at all Club Fairs.

§ 712 SGA Club Event Evaluations

It is the duty of the Club Affairs Committee to organize and maintain event evaluation form and data. This includes, but is not limited to, creating graphs and reports which track event trends per club, and per event. Club Affairs will use this data to evaluate clubs in trial period, and for club of the year nomination consideration, at the discretion of the Chair. Club Affairs will also offer these reports to club leaders for their own benefit and consideration in future events. These surveys may not be used in budgetary consideration.

§ 713 SGA Club of the Year Award

Section I. Criteria

- A. The following guidelines will be used to determine The Club of the Year Award
 - a. Demonstrating creativity while hosting innovative events
 - b. Bringing positive recognition to Skidmore College
 - c. Reaching out to the greater Skidmore Community as a whole
 - d. Abiding by the mission statement outlined in their club charter

- e. Actively collaborating with other clubs/entities for broader and better club functioning

Section II. Self-Nomination

A. Clubs may self-nominate online on the SGA website, or may fill out the Club of the Year Nomination Form to be handed in to the Vice President for Club Affairs

Section III. Selection and Presentation

A. The Awards Committee includes:

- a. The Vice President for Club Affairs
- b. The Vice President for Financial Affairs
- c. The Office of Leadership Activities
- d. The Club Affairs Committee

i. The Vice President for Club Affairs may not vote unless there is a tie.

B. The Awards Committee will review the nominations and relevant event evaluations to determine the top three Club of the Year nominations based on the above criteria

C. The Awards Committee will interview each of the top three choices and determine the Club of the Year

D. The Club of the Year Award will be presented at the Leadership Banquet

Article XI: Procedure for Amendments

Recommendations for amendments should be made in accordance with the Student Body Constitution. The procedure for amendments requires resolutions from any member of the SGA Senate and majority approval. Presidents Council must be consulted before the resolution is voted on. The Club Affairs Committee Policies and Procedures must be approved by Senate once every two years.

Appendix: Example (Skeleton) Charter

Charter for ##### Club

Article I. Club Name

This club shall henceforth be called #####.

Article II. Goals

The goals of this organization are the following

1. To provide the Skidmore College community with an outlet for #####.
2. To teach/practice/share #####.

Article III. Membership

1. The membership of ##### Club is open to all students.

Article IV. Officers

Section 1. The duties of the officers shall be:

1. President
 - a. Acts as a liaison to SGA
 - b. Is responsible for securing facilities and reserving space
 - c. Will organize and preside over all E-Board meetings
 - d. Communicates with any party outside of the club
2. Vice President
 - a. Assists the President in all club affairs
 - b. Assumes duties of the President if the position becomes vacant until the next election
3. Treasurer
 - a. Manages all the budgeting and finances of the club
 - b. In charge of fundraising and purchasing
 - c. Assists the President and Vice President in the management of the club
4. Secretary
 - a. Records club member attendance
 - b. Documents practices and E-board meetings
 - c. Assists the President, Vice President, and Treasurer in the general organization of the club

Section 2. Faculty Advisor(s)

- a. Shall assist in assuring the continuity of the club
- b. #####

Article V. Elections

1. Elections will be held at the end of the Academic Year. If a position becomes available during the semester then elections will be held for that specific position.
2. Members must have at least 50% attendance to run for an E-board position or vote in elections, except in extenuating circumstances, which will be at the discretion of the President and Vice President.
3. E-board members must win by a simple majority vote.
4. Members who are currently studying abroad may run if they achieved at least 50% attendance in the previous semester.

Article VI. Meetings

1. Meetings will be held on a weekly/biweekly basis
2. The E-Board will meet separately on a weekly/monthly basis to discuss the administrative business of the club.

1. E-Board leaders must attend 75% of the general meetings.
3. #####

Article VII. SGA Policies and Budgeting

1. ##### Club is classified as a/an budgeted club/unbudgeted club.
2. ##### Club shall act in accordance with all SGA Financial Policies and Bylaws.

Article VIII. Amendments

1. Charter amendments must be voted on by the club receive a majority vote, followed by the approval of the Club Affairs Committee and Senate.
2. Only members with at least 50% attendance can vote on charter amendments.

Vice President for Club Affairs: _____

Date of Senate Approval: _____

**Skidmore College Student Government Association
Bylaws**

Title VIII: Financial Policies and Procedures

Adopted by the SGA Senate: April 21, 2015

Last Amended: February 13, 2018

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6.0. PROCEDURE FOR AMENDMENTS

1.0. INTRODUCTION

- 1.1. Overview of SGA Finance Structure and Goals:** The financial branch of SGA is composed of the Vice President for Financial Affairs, the Budget and Finance Committee (B&F), and the SGA Accountant. These parties work in conjunction with the Office of Leadership Activities to maintain the flow of SGA accounts while upholding and executing the SGA Financial Policies and Procedures. The duties of the financial branch include: ensuring the continued financial success of SGA, providing assistance to those in need of financial policy and procedural explanation, ensuring that the SGA Financial Policies and Procedures are upheld and revised when necessary, and representing the financial interest of SGA and the Skidmore community in all matters.

The SGA Financial Policies and Procedures define the policies and procedures that pertain to the allocation and distribution of SGA funds. While SGA, along with the Office of Leadership Activities, strives to help all student groups to the fullest extent possible, due to the limited amount of funds, SGA serves only to subsidize the costs of clubs/committees and not to cover all expenses. The Financial Policies and Procedures are intended to promote enrichment of the Skidmore College community and to discourage excessive spending for personal benefit.

However, it is the responsibility of the financial branch of SGA with consultation from the Office of Leadership Activities to ensure that all allocations and endorsements of funding be sustainable and responsible. Certain requests for funding may be for unsustainable initiatives. The Budget and Finance Committee, with oversight from the Vice President for Financial Affairs and the SGA Accountant, has the ability and the responsibility to deny funding or to allocate less than the maximum that is allowed by policy for those

initiatives.

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

The expenditure of all funds must follow the guidelines set forth by the SGA Constitution, the Financial Policies and Procedures, and ultimately, the Skidmore College Financial Policies. Because of the administration's liability for the financial decisions of SGA, the financial branch will work in cooperation with the administration to ensure the consideration of all interests whenever possible.

1.2. Funding for Clubs/Committees

Funds for the SGA Budget are collected from the Student Activity Fee, paid by all students to create and sustain a vibrant, active, and inclusive social environment for Skidmore students while supporting individual initiatives; the focus is typically on community events and collaborations. The amount of the Student Activity Fee is voted upon annually by the Skidmore College Board of Trustees and is billed through tuition payments.

1.3. Guidelines for Budgeting:

Before making allocation or budgeting decisions of any nature, the following will be considered: (not in any particular order)

- 1.3.1.** The number of students involved in, benefited, or served by the club/committee's activities and the quality of the services provided.
- 1.3.2.** The degree of necessity to fund the club/committee in order to achieve the desired effectiveness in its activities.
- 1.3.3.** The contributions made by the club/committee's activities to an environment of greater student involvement in the Skidmore community.
- 1.3.4.** The club/committee's record of supporting goals of both SGA and Skidmore College.
- 1.3.5.** The club/committee's record of performance and financial responsibility.
- 1.3.6.** The impact as it relates to funding other clubs/committees, and their comparative benefits.
- 1.3.7.** When applicable, the club/committee's ability to raise revenue in order to lessen their need for SGA funds.
- 1.3.8.** The budget allocation to the club/committee the previous years.

1.3.9. It is applicable to a club's mission

2.0. FINANCIAL SCHEDULE

Event	General Date
Email Treasurers and Presidents Lists the SGA Financial Policies and Procedures	By the end of the first week each semester
Club Renewal (Budget Activation)	Within one week after classes start fall semester
Treasurer's Training Meeting	1-3 weeks after start of the year
Treasurer's Meeting	As needed
Fall Spending Review Email	One week before Thanksgiving Break
Fall Spending Review with B&F Committee	The week following Thanksgiving Break
Approval of Budget Changes in Senate	Last Senate of Fall Semester
Budgeting Info Meeting	1-2 weeks after Spring Break
Clubs/Committees submit proposed budgets to the B&F Committee	1-2 weeks after Info Meeting
The B&F Committee meets with clubs/committees about budgets as necessary; budget is balanced	For 1 week after budgets are submitted
Recommended budget is distributed to clubs/committees for review/appeals; Leadership Activities and Financial Services are consulted	1-2 weeks after B&F balances the budget
Budget is recommended to Senate for approval	End of second semester
Clubs/Committees are notified of approved budget	End of second semester

3.0. BUDGETING

3.1. Spring Budgeting Process

- 3.1.1.** The SGA Senate approves every club/committee's annual budget during the preceding spring semester.
- 3.1.2.** The SGA operating budget is derived through a method of shared responsibility between Senate and the B&F Committee, with review and input from the Office of Leadership Activities and Financial Services. The B&F Committee operates independently of the Senate and in consultation with the Director of Leadership Activities, the SGA Accountant, and the Director of Financial Services to compile and balance the budget before making a recommendation to the Senate.
- 3.1.3.** In the spring, clubs/committees apply for their budgets and meet with the B&F Committee upon request. Applications for budgets will be accepted in accordance with the Financial Schedule (See 2.0).
- 3.1.4.** The B&F Committee reviews all submitted budget requests, consults with the aforementioned parties from the Office of Leadership Activities and Financial Services, balances the budget, and announces the budget recommendation.
- 3.1.5.** Before the Senate votes, the B&F Committee will hold a period to hear appeals from clubs/committees not satisfied with their budgets. Additionally, any club/committee has the right to appeal directly to the Senate before the vote if they are still unsatisfied with their budget allocation.
- 3.1.6.** The Senate passes the entire budget and has the authority to make changes to the B&F Committee's recommendations.

3.2. Budgeting Policies and Procedures

3.2.1. Revenue/Fundraising Policy

- 3.2.1.1** Any club/committee may have a revenue category to supplement the budget allocated to them from the Student Activity Fee. Revenue is meant to offset the cost of an event or initiative. Revenue includes money made from the sale of goods/services, tickets, merchandise, member dues, and/or through donations to the club/committee.
- 3.2.1.2** All fundraising (including online or virtual fundraisers) must be approved by the Office of Leadership Activities prior to its start.
- 3.2.1.3** Fundraising may only be used to cover or offset the cost of a specific event or initiative and all revenue raised must be submitted through SkidSync.
- 3.2.1.4** SGA strongly encourages clubs/committee not to charge Skidmore students for admission to an event. Members of the Saratoga Springs community may be charged.
- 3.2.1.5** If a revenue requirement is not already included in the

club/committee's budget for a specific event, then a club/committee may apply for special permission to charge at that event by using a Budget Modification Request. Applications will be granted at the discretion of the B&F Committee.

3.2.1.6 Revenue accrued through fundraising can be evaluated as part of the spring budgeting process at the discretion of the B&F Committee.

3.2.2. Revenue Procedures

3.2.2.1. The B&F Committee will consult with a club/committee to decide reasonable revenue requirements for activities that include, but are not limited to, large entertainment events, the sale of goods or merchandise, trips, or activities that require a contribution from individual club/committee members.

3.2.2.2. Clubs/Committees are encouraged to use tickets for events to keep track of anticipated attendance and to provide a method for charging people from outside the Skidmore community. Skidmore students should be able to obtain tickets by showing their student identification card.

3.2.2.3. All revenue must be deposited into a club/committee's revenue category with a Deposit Form within three days of collection. Failure to deposit collected revenue into a club/committee's budget will be considered a violation of the Financial Policies and Procedures and the appropriate disciplinary actions will be taken.

3.2.2.4. A surplus in revenue is available for a club/committee's activities in the same manner as the allocated budget. All spending of revenue needs to be processed through the Office of Leadership Activities in the same way as other expenditures.

3.2.3. Refreshments/Entertainment Policy

3.2.3.1. Clubs may not use more than 6 percent of their allocated budget or \$300.00 (whichever is lower) for their refreshments category. Clubs with budgets smaller than \$1,000.00 are exempt from this policy; it is up to the discretion of the B&F Committee to recommend what they deem is an appropriate amount of funding for refreshments.

3.2.3.2. Refreshments are defined as food and drinks to be used occasionally for meetings, rehearsals, event production staff (event productions of an extraordinarily long nature and involving physical labor are exempt – the Event Production Expenses category may be charged).

3.2.3.2.1. Events associated with the purpose of the club (i.e. Shabbat dinner, barbeques, etc.) may be charged to other categories (i.e. Event

Production Expenses).

- 3.2.3.3.** SGA will pay for no more than 50% of entertainment or programs that do not expressly further the purpose of the club and/or are for personal enjoyment (i.e. e- board retreats, group entertainment). This policy may be waived on a case-by- case basis, at the discretion of the Vice President for Financial Affairs and the Director of Leadership Activities.

3.2.4. Travel Policy

4.0. Weekend Trips

- 4.1. Weekend trips are defined as a trip lasting one day, or an overnight trip (1 night).
- 4.2. SGA will pay for 100% of transportation, lodging, registration, and associated fees. SGA reserves the right to fund less than 100% any transportation or lodging that is deemed too expensive.
- 4.3. SGA will not pay for food on trips. Students may apply to Student Activity Financial Aid (SAFA) if needed.

5.0. Conferences

- 5.1. For north-east conferences lasting a weekend (two days, one night) SGA will pay for up to 100% of transportation, lodging, registration, and associated fees. SGA reserves the right to fund at less than 100% any transportation or lodging that is deemed too expensive.
- 5.2. If the conference lasts 3 days or more SGA will pay for up to 75% of transportation, lodging, registration, and other associated fees. The students involved must pay for the rest of the cost. Students must provide 25% of the estimated total cost (their contribution) prior to SGA purchases. If the expenses have increased over time, the club must reconcile their debt as soon as possible. The budget will be frozen until the deficit has been reconciled. Students who cannot afford to pay for their personal contribution can apply for SAFA.
- 5.3. SGA will pay for up to one conference per semester per club.
- 5.4. Students must make sure the same members are not attending the same conference yearly if other club members are interested in attending any one conference. If SGA or the Office of Leadership Activities (OLA) sees the same student attending the same conference multiple years when other students are also interested, SGA will deny the student to allow other students the opportunity to attend. If this becomes a problem, OLA and the Club Affairs Committee will work with the club to create a fair system in the club charter to decide who attends conferences.
- 5.5. SGA will not pay for food on trips. Students may apply to SAFA if needed.

6.0. Break Trips

- 6.1. Trips over Thanksgiving break, winter break, and spring break are considered break trips.
- 6.2. Smaller, expensive weekend trips may be included in this category at the discretion of SGA and OLA.
- 6.3. SGA will pay for up to 50% of transportation, lodging, registration, and other associated fees. The students involved must pay for the rest of the cost. Students must provide 50% of the estimated total cost (their contribution) prior to SGA purchases. If the expenses have increased over time, the club must reconcile their debt as soon as possible. The budget will be frozen until the deficit has been reconciled. Students who cannot afford to pay for their personal contribution can apply for SAFA.
- 6.4. SGA will not budget for break trips. All trips must come to the Budget and Finance Committee to both be approved and request funding. Clubs are required to come no less than 30 days prior to the trip's start day – but it is suggested that clubs come at least 60 days prior to allow for enough planning.
- 6.5. SGA will not pay for food on trips. Students may apply to SAFA if needed.
 - 6.5.1. Students using JSS Activism Funds or Academic Pursuit Fund are exempt from this policy as they are not eligible to apply for SAFA.
 - 6.5.2.
- 7.0. Service Trips
 - 7.1. Service trips will be defined as trips where their primary purpose is to participate in community service.
 - 7.2. SGA will pay for up to 75% of transportation, lodging, registration, and other associated fees. The students involved must pay for the rest of the cost. Students must provide 25% of the estimated total cost (their contribution) prior to SGA purchases. If the expenses have increased over time, the club must reconcile their debt as soon as possible. The budget will be frozen until the deficit has been reconciled. Students who cannot afford to pay for their personal contribution can apply for SAFA.
 - 7.3. SGA will not pay for food on trips. Students may apply to SAFA if needed.

7.3.1. Disclosure Policy

All assets controlled by a club/committee (i.e. endowments, donations, and other capital) must be disclosed during the budgeting process. Failure to do so will result in disciplinary action up to and including loss of the budget for the year.

7.3.2. Closed Events Policy

SGA will not pay for closed events. Closed events are defined as events that are not advertised to the Skidmore community at least one week before the event or that limit attendance with preference given to certain individuals. Likewise, SGA will not pay for the activities of clubs/committees that restrict membership. Inter-Class Council and are exempt from this policy

if using class/dorm dues or the class budget.

7.3.3. Publicity

7.3.3.1. Appropriate advertising will be considered on a case-by-case basis, but should generally include announcements in public forums that are accessible to all Skidmore students (i.e. Student Activity Monitor (SAM), Student Announcements, Skidmore News, posters, etc.). Club/Committee e-mail lists do not qualify.

7.3.3.2. Both paper and electronic announcements are acceptable, however SGA will only reimburse for up to 25 posters per event.

7.3.3.3. Appropriate advertising may be confirmed with the Vice President for Financial Affairs or the Office of Leadership Activities prior to an event.

7.3.4. Giveaways/Gifts/Awards/Prizes Policy

7.3.4.1. SGA will allocate money for prizes under certain circumstances. Prizes for contests, tournaments, and raffles may not be used solely as incentive for attendance at an event. **Cash prizes are not allowed.**

7.3.4.2. SGA will not pay for a club/committee's giveaways/gifts/awards/prizes that are not intended for a specific event or promotional purposes (e.g. senior gifts, end-of-the-year awards).

7.3.4.3. SGA will pay for no more than \$75.00 for giveaways/gifts/awards/prizes at a single event. Additionally, SGA will pay for no more than \$35.00 per individual giveaway/gift/award/prize.

7.3.4.4. SGA will allocate money for gifts for advisors and noncontract honorariums. Clubs/committees may spend no more than 50 dollars for gifts for advisors and no more than 200 dollars for noncontract honorariums. Clubs/Committees must go to the B&F committee in order to obtain the funds for advisor or noncontract honorarium.

7.3.4.5. SGA clubs/committees may appeal for permission to distribute gifts/awards/prizes that cost more than the allowed amount by submitting a Budget Modification Request at least **three weeks** prior to the event. Appeals will be granted at the discretion of the B&F Committee.

7.3.5. Alcohol Policy

SGA will not subsidize the cost of alcohol at an off-campus venue or pay for alcohol for clubs/committees to sell for profit or give away for free on campus. Alcohol used for cultural/religious purposes (i.e. Shabbat Dinner) is exempt. A club/committee must apply for a beer/wine temporary permit to sell alcohol on campus. Clubs/Committees may apply for permits at the Office of Leadership Activities at least five weeks before the event.

7.3.6. Membership/Entry Fee Policy

SGA will only pay membership/entry fees if the student is associated with the club/committee. Only memberships/entry fees purchased in the name of the club/committee are permitted.

7.3.7. Induction Ceremonies Policy

SGA will not pay for the induction ceremonies

7.3.8. Athletic Gear/Required Clothing Policy

7.3.8.1. SGA will not pay for individual athletic gear that is to become the personal possessions of club/committee members. Protective gear (i.e. athletic equipment that can be passed down from one club/committee member to another) and required clothing items (i.e. costumes, security or event staff shirts) may be purchased with the allocated budget.

7.3.8.1.1. All clothing items purchased in part or in whole with the use of SGA funds must outwardly display the word(s) “Skidmore” or “Skidmore College” in a legible shape or form, except for theatrical costumes.

7.3.9. Shipping Policy

SGA will not pay for expedited shipping charges. This policy may be waived on a case- by-case basis, at the discretion of the Vice President for Financial Affairs and the Director of Leadership Activities

7.3.10. Promotional Giveaway Policy

7.3.10.1. SGA will pay for up to \$300 worth of promotional giveaways (e.g. t-shirts, wristbands, pens) per club per year to promote awareness for the organization. Clubs can choose to use this money to purchase items for members, but for all items that will become personal possessions, individuals must pay for 50% of the total cost per unit.

7.3.10.1.1. Interclass Council, Committee on Student Life, and the New Student Orientation budget are exempt from this policy.

7.3.10.1.2. All clothing items purchased in part or in whole with the use of SGA funds must outwardly display the word(s) “Skidmore” or “Skidmore College” in a legible shape or form except for theatrical costumes.

7.3.11. Budget Rollover Policy

7.3.11.1. If there is money left in a club/committee’s revenue line at the end of the fiscal year, the money may be rolled over

into the next year's revenue line if the following criteria are met:

7.3.11.1.1. The club/committee has used the allocated budget to earn the revenue while adding value to the Skidmore community in the forms of entertainment, education, and/or services.

7.3.11.1.2. There is an intended purpose for rolling revenue over into the next academic year. Clubs/Committees may apply to the B&F Committee for rollovers from the preceding year during the fall semester with a Budget Modification Request.

7.3.11.2. It is not permissible to roll over revenue if it has been in the club/committee's revenue account for longer than one year. These funds will be re-allocated to Retained Earnings

7.3.12. National Affiliation Policy

Any club/committee affiliated with a national or regional organization must declare that affiliation during the spring budgeting process and submit copies of the larger organization's constitution for review by the Vice President for Financial Affairs and the Director for Leadership Activities. In cases of conflict of policy between national organizations and Skidmore College, College policy shall prevail.

7.3.13. Advisor Policy

Clubs/Committees may not use SGA funds to pay for an advisor's expenses excluding the fees paid to instructors/coaches/advisors (i.e. salaries). An exception may be made if an advisor's attendance is required for a certain activity.

8.0. SPENDING

Spending Policies and Procedures

8.1. Raising Funds for Donation Policy

Because Skidmore College is a not-for-profit institution, there are certain regulations that clubs/committees must follow when raising money and making charitable donations.

8.1.1. Fundraising efforts should be for the benefit of charities and not-for-profit organizations unaffiliated with Skidmore College. SGA **will not** allocate funds directly to a charity.

8.1.2. The sponsoring club/committee must pay back all costs incurred by the operation of the program from collected revenue. After all expenses are paid back, the profit from an event/program/project may be donated to a not-for-profit organization. Separate "bucket drives" may be done at the event to raise additional revenue specifically for the

- charitable organization.
- 8.1.3. The parent group for which funds are raised must be registered as a not-for-profit organization, and be classified as a 501(c)-3 organization by the IRS.
- 8.1.4. Fundraising events must include educational programs about the charity and the services it provides.
- 8.1.5. Funds may not be raised for a political candidate or a political party.
- 8.1.6. Student organizers of fund-raising events should not receive any payment from the charities for which they are raising funds.
- 8.1.7. If publicity for an event (i.e. posters, etc.) advertises the event as a fundraiser, then the expenses associated with the event must be paid back in full to SGA before any funds can be donated to a not-for-profit organization.

8.2. Accepting Donations Policy

Student organizations may accept donations to be deposited by the Office of Leadership Activities. College department donations made to student organizations should be spent out of the respective departmental account and therefore money should not be transferred from a College department into the student organization fundraising account. Donations received from off-campus benefactors must be received by the Office of Advancement for proper processing, and will be assigned to the appropriate club account after receipt.

8.3. Donation Procedure

Collected money should be deposited into a club/committee's revenue category with the Deposit Form. There should be a distinction made between money collected for the club/committee and money collected on behalf of the charitable organization. A check will be made out to the charitable organization on behalf of SGA.

8.4. Tax-Exempt Policy

Skidmore College is a tax-exempt organization; therefore, SGA will not reimburse clubs/committees for sales tax. Before making purchases, provide vendors with SGA's tax-exempt information or pick up a tax-exempt form in the Office of Leadership Activities to bring to off-campus businesses.

8.5. Tip Policy

- 8.5.1. SGA will pay no more than a 15 percent tip for the delivery of food by an outside vendor (i.e. pizza delivery).
- 8.5.2. SGA will pay no more than a 20 percent tip on a restaurant bill.

8.6. Deficit Policy

- 8.6.1. Clubs/Committees are not permitted to carry out financial operations while they have a debt, except for fundraisers that are not expensed to SGA.
- 8.6.2. Any Club/Committee expenses in excess of their budget will not be

reimbursed by SGA.

8.7. Wages/Stipends Policy

- 8.7.1. Clubs/Committees may not pay their own members out of the allocated budget under any circumstances for services that are provided.
- 8.7.2. Clubs/Committees may not pay other students out of the allocated budget without a valid contract.
- 8.7.3. Clubs/Committees may pay other students up to \$25.00 an hour for services provided.
 - 8.7.3.1. When a club/committee creates a contract with a student, the student must specify how many hours and for what purpose they will work for that club/committee.
- 8.7.4. It is at the discretion of the Vice President for Financial Affairs and the Director of Leadership Activities, to decide whether the monetary amount agreed upon between the club/committee and the performer in the contract is appropriate. If these parties deem that the monetary amount is inappropriate, the payment amount may be decreased at their discretion.

8.8. Advisors/Coaches/Instructors Policy

- 8.8.1. Advisors/coaches/instructors may be paid by the club/committee out of the allocated budget. The B&F Committee will try to maintain a level of uniformity in the salaries for advisors/coaches/instructors for similar activities.
- 8.8.2. Advisors/coaches/instructors may advise the club/committee on financial matters, but they may not make financial approvals. SGA encourages the student officers of the club/committee to work collaboratively with their advisor/coach/instructor, but handle the majority of the financial workload and communication with the SGA financial branch and the Office of Leadership Activities on their own.

8.9. Speaker Policy

- 8.9.1. Clubs/Committees may pay to take a speaker to dinner. All expenses associated with the speaker should be charged to the Performers/Speakers category in the budget. Students accompanying the speaker (up to 8) may spend up to \$20.00 each excluding tip. The students are expected to go to the B&F committee to get the funds for the dinner with the speaker **at least 2 weeks** in advance.
- 8.9.2. Funding for a speaker's fees, accommodations, meals, and/or transportation will not be allocated to a club/committee's budget. Clubs/Committees should apply to the Speakers Bureau for co-sponsorships for speakers. Refer to the gift policy for honorariums.
- 8.9.3. Clubs/Committees may have funding allocated in their budget for receptions for speakers. This type of expense should be charged to the Event Production Expenses category. Receptions must be on campus, catered by Dining Services, and open to the entire Skidmore community.

8.10. Summer Spending Procedure

Financial operations for SGA end on the last day of classes (with the exception of the Senior Class in the spring semester). Clubs/Committees that wish to spend during the summer must make previous arrangements with the SGA financial branch and the Office of Leadership Activities.

8.11. Membership Card Procedure

Membership cards (e.g. BJ's/Wal-Mart card) are available in the Office of Leadership Activities for clubs/committees to use on a temporary basis. Failure to return membership cards within 3 business days may result in a fine to the club/committee of \$10 for each additional day it is late.

8.12. Supplies Policy

Clubs/Committees shall be provided with cutlery (i.e. forks, spoons, and knives), plates and cups by SGA. Clubs/Committees will not be reimbursed for buying any of these supplies for events or meetings on campus. These items will be distributed by the Case Information Desk workers and managed by the Case Desk Manager. If more supplies are needed the Case Desk Manager shall be responsible for informing the Director of Leadership Activities and either the SGA Accountant or the VP for Financial Affairs.

9.0. **FINANCIAL FORMS**

All financial forms can be found outside of the SGA Accountant's office or online at the Office of Leadership Activities website and should be placed in the drop box below the financial forms upon completion. Financial forms are reviewed and approved twice a week by the SGA Vice President for Financial Affairs, the Director of Leadership Activities, the Assistant Director of Leadership Activities and the SGA Accountant during the check approval process. Some forms require additional review/approval by the B&F Committee, Academic Council, Dining Services, and/or the Senate. These additional requirements are noted in the descriptions below.

9.1. **Expense Requests**

- 9.1.1. The Expense Request Form can be used to request reimbursements up to \$200.00, cash advances up to \$200.00, on-line credit card purchases with the SGA credit card, payment for contracted students/employees, and/or checks to be made out directly to outside vendors. It is preferred that clubs/committees make checks out directly to outside vendors.
- 9.1.2. Documentation is required for most requests in the form of original, itemized receipts, price quotes/invoices, itemized lists of anticipated purchases, or written confirmation of prices from a vendor.
- 9.1.3. Only one cash advance may be taken out at a time per event. Left-over money and receipts from cash advances must be returned to the Office of Leadership Activities **within three days** of the purchase.

9.2. **Contract Approval**

- 9.2.1. The Contract/Event Approval should be used for any event involving contracts or expenditures greater than \$500.00. Attach contracts to the back of the Contract/Event Approval.
 - 9.2.2. Contract/Event Approvals must be approved before Expense Requests are submitted. Contract/Event Approvals should be submitted at least **3 weeks** prior to the event, and at a minimum, must be approved before an event takes place.
- 9.3. **Travel Form**
 - 9.3.1. A Travel Form should be filled out for each member of a club/committee that spends money on a trip and should be submitted as documentation with an Expense Request.
 - 9.3.2. Only one check may be requested per Travel Form, but multiple days may be documented.
 - 9.3.3. All original itemized receipts must be attached to the Travel Form. A Google Maps (or comparable website) printout should be attached for mileage reimbursements. Clubs/Committees should not submit for gas reimbursement unless rented vehicles were used. SGA will reimburse for mileage driven up \$0.35 per mile; however, clubs/committees may choose to reimburse their members at a lower rate.
 - 9.3.4. The Travel Form may be used for mileage reimbursement, hotels, meals while traveling, tolls, etc. Refer to section 3.2.4. for details on spending limits, etc.
- 9.4. **Dining Services Authorization (Approval by Dining Services Representative Required)**
 - 9.4.1. The Dining Services Authorization should be used for any event involving Dining Services catering or equipment. Forms should be submitted **2 weeks** prior to an event. **4-3weeks** should be allowed for any events of an exceptionally large or complex nature.
- 9.5. **Co-Sponsorship Agreement**
 - 9.5.1. SGA encourages co-sponsorship among clubs/committees and departments as a means of financing activities. There are 3 types of co-sponsorship forms: Club to Club, Club to Department, and Department to Club. All parties involved in the co-sponsorship must sign the Co-Sponsorship Agreement before funds will be transferred. Clubs/Committees should only co-sponsor events that directly relate to the their mission and goals.
- 9.6. **Budget Modification Requests**
 - 9.6.1. All Budget Modification Requests must be reviewed during the check approval process before being approved or recommended to the Senate by the B&F Committee
 - 9.6.2. Program Support Fund
 - 9.6.2.1. Clubs/Committees may request a supplemental, uniform grant, technology grant, and conference grant from the Program Support Fund by filling out a Budget Modification Request.
 - 9.6.2.2. Requests for a supplemental generally take **2 weeks**. The

B&F Committee will meet with the requesting club/organization/Senator and make a recommendation to the Senate, which votes on final approval.

9.6.2.3. A Senator may allocate funds from Program Support to an already established line with a supplemental request. To create a new line or category, a combined resolution and supplemental must be passed by Senate for approval.

9.6.2.4. A new club chartered at a point in the year that does not allow the club to participate in the spring budgeting process may obtain an operating budget by applying for a supplemental. Clubs chartered during the first semester may apply for up to \$3,000.00 and clubs chartered during the second semester may apply for up to \$1,500.00. Clubs that did not submit budgets during the previous academic year for the current academic year shall be held to the same limits.

9.6.2.5. Clubs/Committees may apply for conference grants through the supplemental process at any time during the year.

9.6.2.6. The B&F Committee may vote on a supplemental of \$1000.00 and below without the consent of senate. Any monetary value above \$1000.00 shall need the approval of Senate. It is at the discretion of the B&F Committee to bring a supplemental under \$1000.00 to Senate.

9.7. **Category Transfers**

9.7.1. A category transfer is when a club/committee transfers funds from one category in their budget to another.

9.7.2. Clubs/Committees may apply for a category transfer if there is a justifiable reason (i.e. money is left over from an event, more money is needed in a category, etc.) by filling out a Budget Modification Request.

9.7.3. The VPFA in conjunction with the SGA Accountant must approve category transfers in order for them to take effect.

9.7.4. Category transfers are not intended to change the overall structure of a club/committee nor their budget.

9.7.5. Money may not be transferred into the Refreshments/Entertainment category.

9.8. **Conference Grants**

Conference grants are meant for SGA clubs/committees. Conference grant requests are not guaranteed, even if the conference theme is the central mission of the club/committee. Every application will be fully considered, but the criteria within the document “Criteria for Conference Grants” will guide the B&F Committee in recommending their requests to Senate.

9.8.1. These are SGA funded programs. Only Skidmore students may apply.

9.8.2. No funds shall be awarded to applicants who apply after the event has passed.

- 9.8.3. Accepted applicants are bound by the SGA Financial Policies and Procedures (i.e. logging expenses, receipts, and tax exemption).
- 9.8.4. Within a month of the completed conference/activism/engagement, accepted applicants must contact the SGA Vice President for Inclusion and Outreach to be placed on the Committee on Inclusion and Outreach Agenda. In this meeting the accepted applicants will report on their experiences and assist in creating an appropriate plan to promote and educate the student body on their experience.
- 9.8.5. Conference funds shall be pulled from the Program Support Fund and follow the same process as a supplemental request.
- 9.9. **The JSS Activism and Civic Engagement 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 Senate in granting funds.

- 9.9.1. These are SGA funded programs-only Skidmore students may apply.
- 9.9.2. If students apply as a group they will not be reviewed individually, and must all come to the B&F Committee/Senate or submit a personal statement if they cannot attend.
- 9.9.3. No funds shall be awarded to applicants who apply after the event has passed.
- 9.9.4. Students may request JSS Activism and Civic Engagement funds by filling out a JSS Activism and Civic Engagement Form and following the same process as a supplemental request. (See 5.6.)
- 9.9.5. Accepted applicants are bound by the SGA Financial Policies and Procedures (i.e. logging expenses, receipts, and tax exemption).
- 9.9.6. Within a month of the completed conference/activism/engagement, accepted applicants must contact the Vice President for Inclusion and Outreach to be placed on the Committee on Inclusion and Outreach Agenda. In this meeting the accepted applicants will report on their experiences and assist in creating an appropriate plan to promote and educate the student body on their experience.
- 9.9.7. The JSS Activism and Civic Engagement Fund shall have an individual allocated budget.
- 9.9.8. No one student may receive more than \$500.00 from the JSS Activism and Civic Engagement Fund during an academic year.
- 9.10. Student Activity Financial Aid Fund (SAFA)
 - 9.10.1. The SAFA fund can only be used to support students' participation in

clubs that are chartered by the SGA. The SAFA fund can only be used whenever there is a requirement for an individual contribution (e.g. membership dues, membership fees, individual registration or conference fees, and SGA elections).

- 9.10.2. SAFA may only be used to further subsidize initiatives, but not for initiatives for which SGA has not already allocated funding. The purpose of the SAFA fund is not to provide extra funding to clubs but to make up the difference for those students requiring financial assistance.
- 9.10.3. This fund is not meant to cover the entirety of a student's portion of the membership dues/fees, individual registration, conference fee, or personal SGA election budget. The student should only apply for the amount they need.
- 9.10.4. Only Skidmore students may request funding from SAFA. A student is defined as a one who pays the student activity fee. The student(s) applying for the SAFA fund must be considered an active member (according to the club's charter) of the club for which they are asking for money.
- 9.10.5. The Office of Leadership Activities (OLA) will oversee the fund. The OLA is tasked with monitoring and distributing the funds. When a student submits the online SAFA application, the application will be sent to the Director of Leadership Activities and the SGA Accountant. The SGA Accountant will transfer the appropriate amount of funding to the club's budget, notifying the student. The OLA must maintain confidentiality of those individuals applying for the SAFA fund.
- 9.10.6. The application for the SAFA fund is to be completed online. The online application questions may only be approved by the OLA. The online application questions are left to the discretion of the OLA. However, the online application for SAFA must include an Honor Code section to be electronically signed by the student.
- 9.10.7. Exceptions for the use of the SAFA funds can be made under special circumstances. The student must then meet with the Director of Leadership Activities and the SGA Accountant. The OLA is responsible for making the decision for the exception.
- 9.10.8. SAFA will have a limit of \$50 for those students who are not on financial aid. Those students who are on financial aid can apply for up to \$400. The approved amount will be based on each student's financial need. The OLA will request that the financial aid office provide OLA with the need of the student as low, medium, or high need.
 - 9.10.8.1. Full Scholarship – up to 100% of requested funding
 - 9.10.8.2. High need – up to 75% of requested funding
 - 9.10.8.3. Medium need – up to 50% of requested funding
 - 9.10.8.4. Low need – up to 25% of requested funding

9.11. **Out-of-Classroom Discussion Fund**

- 9.11.1. Academic Council establishes criteria for the Out-of-Classroom Discussion Fund.
- 9.11.2. Funds are appropriated from the Student Activity Fee and approved during the check approval process.
- 9.12. **Student Life Improvement Fund**

The Student Life Improvement Fund is intended to allow individual students or unofficial student groups to propose one-time costs for initiatives and projects that will directly impact and improve the student experience at Skidmore.

 - 9.12.1. Proposals must be presented in writing to Vice President for Student Life, Chair of the Committee on Student Life (CSL).
 - 9.12.2. Proposals must be for one-time costs that will go towards initiatives that will directly impact the student experience on Skidmore's campus. While initiatives need not be large, they must be in some way meaningful to more than a handful of current students.
 - 9.12.3. To ensure that projects are adequately supported by the College and to mitigate concerns related to risk, space, and more, students proposing Student Life Improvement Funds must submit a signed letter from a Department Chair, Program Director, or Staff Member authorized by their office to sign onto projects that are relevant to the proposal. A signed letter of support from such a person who can reasonably oversee and advise projects must accompany all proposals.
 - 9.12.4. Student Life Improvement Fund money may not be allocated to any student's credit-bearing experience, nor may it be combined with other SGA funding.
 - 9.12.5. Initiatives supported by Student Life Improvement Funding must be student-led. For example, funds may not be used to for projects that are primarily coordinated by a faculty member, staff member, department, or campus office.
 - 9.12.6. CSL will vote on the proposal's approval and decide on an allocation based on the proposal and the feasibility of the project.
 - 9.12.7. After funds are allocated, students who receive funding must complete the project (or the relevant part for which funds are needed) by the end of a semester, or by an alternative date proposed to and approved by CSL. At the end of a semester, the student(s) must provide a written report to CSL, the Faculty/Staff member who co-signed the proposal, and the Office of Leadership Activities. Incomplete or inadequately finished projects may be subject to revocation of funding or required reimbursement to SGA.
 - 9.12.8. All College regulations and SGA Financial Policies and Procedures must be followed.

9.12.9. Any publicity or printed/online materials used to promote or discuss the project must acknowledge the assistance of “SGA’s Student Life Improvement Fund.”

9.12.10. **Maximum Allocation for Each Proposal:** \$400

9.12.11. **Reporting and Oversight:** The Vice President for Student Life shall report all allocations to the Executive Committee. As needed, the Vice President for Financial Affairs, SGA President, and Office of Leadership Activities shall oversee all allocations and ensure that policies are followed and facilitate proper communication between all those involved in or affected by projects.

10.0. **PROCEDURE FOR AMENDMENTS**

10.1. Recommendations for amendments should be made in accordance with the SGA Constitution.

10.2. The procedure for amendments requires a resolution from any member of the Senate and approval as outlined in Senate Rules.

10.3. Senate must reapprove or amend the SGA Financial Policies and Procedures at least once every other academic year

**Skidmore College Student Government Association
Bylaws**

Title IX: General Provisions

Adopted by the SGA Senate: April 14, 2015

Last Amended: October 22, 2019

§ 901 Quorum:

The Senate has a quorum requirement of 2/3rds of all voting members in order to conduct business. All other SGA Committees have a quorum requirement of 1/2 of all voting members in order to conduct business.

§ 902 Expectations for Events

- A. All SGA Officers are expected to work at least two shifts at each SGA Committee and Commission event (example: Fun Day) or over the course of event week/weekend (example: Halloween weekend) if deemed necessary by the chair of the respective committee in consultation with Executive Committee (Note: This does **not** include club events).
- B. SGA Elections will be treated similarly and all officers not running in the election will be required to work at least two shifts;
- C. Any officer who does not attend a shift or sign up will receive up to two absences in accordance with the SGA attendance policy, though discretion is given to the chair in consultation with Executive Committee in regards to officers who are away for the entire weekend or comparable extenuating circumstances;
- D. The committee chair shall waive the entrance fee for SGA Officers if working the event is required.

§ 903 Record Keeping

- A. All resolutions and supplementals that are passed by the SGA Senate shall be printed out and placed in the Resolution Binder and saved in an electronic folder, in order to maintain a complete record of SGA activity throughout time. This shall be the responsibility of the Executive Vice President
- B. All SGA committees, excluding the Executive Committee, (i.e., Communications and Operations, Academic Council, Budget and Finance, Club Affairs Committee, Committee on Student Life, Committee on Inclusion and Outreach, Inter-Class Council, Student Entertainment Committee, Speakers Bureau, Falstaff's Operating Committee, Chillmore) are required to record accurate minutes of their meetings, which will be sent to the Executive Committee to be made publicly available to the student body.
 - a. The responsibility of taking minutes will fall equally upon each member of the committee, excluding the committee chair.
 - b. The Chair will designate a rotation of meeting scribes to record minutes and will ensure the scribe is aware of their duties.

- c. The scribe is expected to have an accurate and polished draft of the minutes sent to the Chair no less than two days before the next committee meeting.
- C. Live-streaming and other recordings of any open SGA meeting is permitted only with the prior notification of the Chair. Recording of any closed SGA meeting is only permitted with the express permission of the Chair. Under both circumstances, the Chair is obligated to inform all those present at the committee meeting prior to any recording.
- D. The specific voting record of each SGA committee (i.e., the topic, date of the vote, members present at the meeting, and the vote of each member) will be sent to the Executive Committee to be made publicly available to the student body, with the following exceptions:
 - a. Simple tally votes will be taken for Willingness to Serves, the Academic Pursuit Fund, the Out of Classroom Discussion Fund, and the JSS-Activism Fund, the results of which will be sent to the Executive Committee to be made publicly available to the student body.

§ 904 Hazing

- A. SGA holds it members to the Skidmore College Hazing Policy, which states that, “An organization, club, group, department, or athletic team can provide transformative opportunities for friendship, leadership, personal growth, and discovery. Hazing of any kind is *antithetical* to these goals; therefore, the College prohibits hazing activities, whether by an individual or an organization. Skidmore College is committed to providing a learning, working, and living environment that reflects and promotes personal integrity, civility, and mutual respect. Members of the Skidmore community have the right to be free from all forms of abuse, harassment, and coercive conduct, including hazing. Violation of this policy can lead to disciplinary action up to and including suspension, dismissal, termination of employment, and other appropriate sanctions.” The full policy can be found here:
http://www.skidmore.edu/sga/hazing_policy.php
- B. Reports of hazing conducted by SGA officers or on SGA Clubs/Committees can be submitted to any member of the Executive Committee or any committee chair. Students may report anonymously through Skidmore College Hazing website:
http://www.skidmore.edu/sga/hazing_policy.php
- C. SGA officers, club officers, clubs, and committees may be subject to the SGA Judicial Board conduct process separate from any process conducted through the Office of Student Conduct or by any member of the administration.

§ 905 Oath of Office

- A. All elected SGA Executive Committee Members and all Senators must swear an oath of office upon beginning their term. Only those members who have taken the oath of office may participate in their official duties.
- B. The SGA President shall administer the oath of office to all SGA Senators at the first Senate of an academic year, and then to all Senators who join throughout the year at their first Senate meeting as a Senator.
- C. The current SGA President shall administer the oath of office to all incoming Executive Committee Officers at a ceremony at the end of the academic year (leadership banquet)

preceding the beginning of their term. The outgoing SGA President shall administer the oath to the incoming President separately.

D. The text of the oath is as follows:

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

§ 906 Transparency

- A. The Executive Committee and each Senate committee will provide weekly updates to the Senate.
- B. The Student Entertainment Committee, Speakers Bureau, Chillmore and Falstaff's Operating Committee will provide updates to the Senate on the first, second, third, and fourth Tuesday of each month, respectively.
 - a. If no representative from the Student Entertainment Committee, Speakers Bureau, or Chillmore is able to attend a given Senate on their designated week due to a timing conflict or a cancelled Senate meeting, they will report to the Senate on the fourth Tuesday of the month.
 - b. If no representative from the Falstaff's Operating Committee is able to attend a given Senate on their designated week due to a timing conflict or a cancelled Senate meeting, they will report to the Senate on the third Tuesday of the month.
- C. Each Senate committee, as well as the Inter-Class Council, will be open to the student body at the discretion of the meeting's chair.
- D. Each non-Senate, non-Executive committee, excluding the Inter-Class Council, will be open to the student body; however, these committees may petition the Executive Committee to hold a closed meeting.
- E. Each SGA committee, with the exception of the Executive Committee, will advertise at least one of their meetings, per semester, to the student body.

Endorsed by the Board of Trustees: **February 20, 2015**

Ratified by 850 voting members of the Student Body of Skidmore College, with 95.5 percent in favor:
March 5, 2015

The first effective date of this Constitution shall be May 18, 2015.