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Effective March 3, 2008

ARTICLE I - Senate Procedures

Section 1: Agendas and Minutes

- A. Senate agendas must be published and posted at least one day prior to the Senate meeting.
- B. In the course of a Senate meeting, the agenda may be modified by a two-thirds vote of the Senate or by unanimous consent.
- C. Senate minutes must be published and posted no more than three days after the Senate meeting.

Section 2: Meeting Procedure

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

Section 3: Voting Procedure

- A. Requirements to pass a motion, such as majority or two-thirds, shall be of the Senate members present and voting.
- B. A roll call vote shall be taken when at least one Senate member expresses this interest.

Section 4: Suspension of Bylaws

A three-fourths vote of the Senate may suspend a Bylaw in all cases except where explicitly stated otherwise by the Constitution or Bylaws.

Section 5: Resolutions

- A. All motions shall be submitted to the President one day in advance of the meeting by the sponsor. This requirement may be waived via unanimous consent or a two-thirds procedural vote of the Senate.
- B. The President shall ensure that all introduced motions comply with a standardized template, to be available on the CSA website and at the Senate office.
- C. All passed resolutions relating to external (non-CSA) actors shall be printed on CSA letterhead, with copies distributed to the relevant persons.

Section 6: Impeachment and Removal of Senators and Officers

- A. In accordance with Article III, Section IV, sub. D and Article IV, Section 6 of the CSA Constitution, CSA Senators and officers may be removed from office by a two-thirds vote of the Senate or a General Meeting.
- B. Impeachment may be moved for any of the following reasons:
 - 1. Neglect of Duties
 - 2. Misconduct in Office
 - 3. Actions Contrary to the Character of the College
- C. Motions of impeachment shall be voted on in the meeting in which they are introduced.
- D. If the President is being impeached, she or he shall allow the Vice-President to preside over the meeting while impeachment is being discussed.
- E. Following a successful impeachment vote, Senators and officers are immediately removed from office and may not run in any elections for one academic term. This election ban shall be waived if they present to the President a petition seeking reinstatement signed by one-fifth of the CSA.

Section 7: Senate Liaison Seats

- A. Liaisons shall be charged with reporting the discussions and actions of their committee to Senate and reporting Senate recommendations on matters of policy and action to their committees.
- B. Liaisons shall be members of Senate and their respective committees.
- C. Senate Liaison Seats shall be directly elected in accordance with Article VII of these Bylaws.
- D. Senate Liaison Seats shall include:
 - 1. Two College Council Liaisons
 - 2. The Committee on Student Life (CSL) Liaison

3. The Education and Curriculum Committee (ECC) Liaison
4. The Environmental Advisory Committee (EAC) Liaison
5. The Intercampus Liaison
6. The Admissions and Financial Aid Committee (AFAC) Liaison

Section 8: Internal Appointments

- A. By the second week of Fall Term and as additionally necessary, the Senate shall conduct a series of internal appointments to CSA and College Committees and offices.
- B. Internal appointments shall be defined as Senator appointments to a CSA or College Committee or office. Announcement of the position must be made at least three days prior to the Senate meeting when the position will be filled. Each non-Liaison Senator must fill one committee position or office as defined.
- C. The following positions shall each be filled by non-Liaison Senators:
 1. Committee on Student Life: One appointed Senator in addition to the elected Senator/Liaison.
 2. Gender and Sexuality Center, Office of Intercultural Life, and TRIO/SSS: One appointed Senator shall be charged with maintaining communication with these Offices and assisting in communicating the current tasks of the Offices to Senate.
 3. Public Relations: One appointed Senator shall be charged with communication between the general members of the CSA and the Senate.
 4. Governance Committee: Three appointed Senators shall be charged with the discharge of duties related to CSA Governance Committee as defined in Article VI, Section 11. One of these appointed Senators shall be selected as speaking co-chair of this committee.
 5. CSA Budget Committee Liaison/Crepe Committee Chair: One appointed Senator shall serve as defined in Article VI, Section 7 sub. C and Article VI, Section 12 sub. B of these Bylaws.
 6. CSA Budget Committee Liaison: One appointed Senator shall serve as defined in Article VI Section 7 sub. C.

Section 9: External Appointments

- A. Each Spring Term and as additionally necessary, the Senate shall conduct a series of external appointments to CSA and College Committees and offices.
- B. External appointments shall be defined as positions to be filled by students-at-large drawn from the CSA.
- C. Announcement of the position must be made at least three days prior to the Senate meeting when the position will be confirmed.
- D. The following external committee positions shall each be filled by the Senate:
 1. Committee on Student Life (CSL): Four students-at-large, one of whom must be a first year student.
 2. Education and Curriculum Committee (ECC): Four students-at-large
 3. Environmental Advisory Committee (EAC): Three students-at-large
 4. Admissions and Financial Aid Committee (AFAC): Three students-at-large.
 5. Academic Standing Committee (ASC): Three students-at-large.
 6. Committee on Convocation and Common Conversation: Two students-at-large.
 7. Dining Board: Four students-at-large.
 8. Distinguished Women Visitor's Committee: One student-at-large.
 9. Judicial Hearing Board: Two students-at-large and two alternate students-at-large.
 10. Learning and Teaching Advisory Committee: Two students-at-large.
 11. Library Committee: Two students-at-large.
 12. Recreation Center Committee: Two students-at-large, one male and one female.
 13. Carleton Responsible Investment Committee (CRIC): Five students-at-large.
- E. Secretary(ies):
 1. Tasks of the Secretary shall include:
 - a. Recording and publishing Senate minutes
 - b. Ensuring that copies of Senate agendas and minutes are provided to each member of the Senate at least one day prior to the Senate meeting;
 - c. Ensuring that all guests at the Senate meeting have access to the Senate agenda;
 - d. Distributing a copy of the Senate minutes to the Public Relations Coordinator to be posted;
 - e. Maintaining a permanent file of Senate agendas, minutes, and guest records

2. CSA Officers may delegate additional responsibilities to the Secretary, such as: handling Budget Committee requests, scheduling committee meetings, taking Budget Committee minutes and distributing them to the Senate.
3. The Secretary must be a student-at-large and shall be paid the regular student wage as determined by the College.

F. It is the responsibility of the Officers to ensure that these positions are filled, to maintain communication with appointed students and faculty chairs, and to fill additional Committees and vacancies as necessary.

G. The Vice President shall consult with students-at-large from Committees without Senators as enumerated in Section 4 of this article once per term.

H. Student-at-Large external committee members appointed by Senate shall present a report to the Senate at least one per academic year, and at the at-will request of the Senate.

I. Student-at-Large external committee members may be removed from their positions by a majority vote of the Senate.

Section 10: Member Absences

A. Officers or Senators with two unexcused absences from Committee or Senate meetings over an academic term shall undergo an automatic impeachment vote by secret ballot in accordance with Article I, Section 6 of these Bylaws.

B. Officers or Senators taking a leave of absence for a term or more shall be required to resign.

C. Expelled Senators shall be replaced as prescribed in Article III, Section 4 in the CSA Constitution.

ARTICLE II – General Meetings of the CSA

Section 1: Requirements for Convening

A. The President of the CSA must be presented with a petition signed by one-fifth of all on-campus members of the CSA, in accordance with Article II, Section 1 of the Constitution.

B. The petition must contain the names of three sponsoring students.

C. The petition must contain the topic to be discussed.

D. Each signature on the petition must be accompanied by a printed name and class year. The President shall at a minimum conduct spot-checks to ensure the validity of the signatures.

E. Alternatively, the Senate may convene a General Meeting by a majority vote. The resolution calling the Meeting must include the topic to be discussed.

Section 2: Scheduling and Announcement of Meeting

A. Following receipt of a successful motion or petition for the convening of a General Meeting, the President shall schedule one to take place within a week of receipt of the verified petition.

B. The President shall schedule the meeting to enable maximum student attendance and participation.

C. The President shall duly post and make public the time, location, and proposed agenda of the General Meeting.

Section 3: Quorum

A. Quorum for a General Meeting shall be one-fourth of all on-campus members of the CSA. The Meeting may not be convened if quorum is not met.

B. Upon entering the Meeting, all students shall sign in with their printed name and class year to assist in verifying quorum, and sign out if they leave before the close of the meeting. A teller shall maintain a running tally of the number of students presently in the meeting.

Section 4: Agenda and Conduct of Meeting

A. The Agenda of the General Meeting shall be set by the President, in consultation with the Vice President of the CSA and any student leaders on the topic of consideration (sponsoring students on the successful petition, the Senator who successfully moved the General Meeting, etc.). Each General Meeting shall debate only one topic.

B. The President shall preside over all General Meetings.

C. All CSA members are eligible to attend a General Meeting. Non-CSA members shall be permitted solely at the discretion of the President.

D. All motions for general consideration shall be accepted at the discretion of the President.

E. Except where explicitly stated in the Constitution and Bylaws of the CSA, General Meetings shall be conducted according to Robert's Rules of Order, Newly Revised.

Section 5: Voting Procedure

A. Each member of the CSA shall have one vote. A majority of votes cast shall be sufficient to pass any

proposal presented, excepting amendments to the CSA Constitution. Quorum shall be confirmed before any votes are begun.

B. Voting shall be carried out by acclamation unless a division is called for. Straw polls are encouraged to prevent unnecessary divisions.

C. Divisions shall be carried out by secret ballot.

ARTICLE III - CSA Financial Regulations

Section 1: Fiscal Year

The fiscal year shall be from July 1 to June 30

Section 2: Financial Accountability

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

Section 3: CSA Chartered Organization Officer Financial Responsibility

A. At least one officer of each CSA Chartered Organizations must attend a fall-term financial meeting, and their attendance indicates their acceptance of CSA financial regulations and all liability arising from the use of such funds.

B. No CSA Chartered Organization may spend or contract to spend more CSA funds than it is allocated. The organization's officers must correct overspending lest they be called before the Budget Subcommittee on Financial Misconduct.

C. The Treasurer or financial officers of CSA Chartered Organizations will be responsible for retaining a financial accounts statement and for presenting it when requested.

D. Any CSA Chartered Organization not in compliance with any part of this section shall not be eligible to receive CSA funding until such time as the Treasurer or the Subcommittee on Financial Misconduct deems them in compliance.

Section 4: CSA Funds

All CSA monies shall comprise the CSA Principal Fund. From this fund, the Treasurer shall, with the advice of the Budget Committee and the approval of the Senate, allocate monies to students and student groups, through the Spring Allocation process, Capital Reserves, and the various funds as specified below.

A. The Capital Reserves Fund provides funding for one-time or emergency expenditures that are essential to the operation of a CSA Chartered Organization and for large-scale projects and capital purchases.

1. The Fund shall be replenished to \$65,000 at the beginning of every academic year using unspent monies allocated during the previous academic year (rollover).

2. Additional rollover shall be placed in and comprise the CSA Discretionary Fund, and may be spent by a majority vote of Senate or distributed to the other Funds at the discretion of the Treasurer with the advice of Budget Committee and the approval of the Senate.

3. Expenditures that leave the balance of the Fund below \$45,000 shall be for emergencies and shall require a two-thirds vote of the Senate. The Senate shall decide what constitutes an emergency on a case-by-case basis.

4. The Fund may not be voluntarily spent below \$15,000, as it serves as a budget emergency reserve guarding against cases of fiscal irresponsibility or debt.

B. The Special Allocations Fund shall be the primary source of programming funding for a CSA Chartered Organization.

C. The Diversity Initiative Fund shall provide CSA Chartered Organizations and members of the CSA funding for events that further the awareness and discussion of race, ethnicity, culture, gender, socioeconomic status, sexuality and sexual orientation, religion, and spirituality. Funded events must be open to the entire campus. Conferences may not be funded. No CSA Chartered Organization or member of the CSA may receive more than \$1500 per academic year.

D. The Honoraria Fund shall provide CSA Chartered Organizations with the opportunity to bring speakers and performers to Carleton.

E. *[PENDING REFERENDUM] The Green Fund can be utilized by CSA Chartered Organizations or members of the CSA to fund environmentally-sustainable decisions and initiatives. This fund is administered by the treasurer, and is intended to foster environmental sustainability widely across campus among a variety of organizations and students.*

F. The Alternative Beverage Fund is designed to provide students with an alternative to alcohol at parties that are open to the entire campus. This fund is administered by the Treasurer. The fund may only be accessed by individuals and CSA Chartered Organizations.

G. The Third Center Fund shall foster community by funding social events that connect students with faculty, administrators, trustees, staff and alumni. The Fund shall not fund any event with more than six students per faculty, trustee, administrator, staff member or alum. At least one of the faculty, trustee, administrator, staff members, or alums must verify their participation in the event. This fund is administered by the Treasurer.

H. The Metro Arts Access Fund, co-sponsored with the Campus Activities Office, shall help fund trips to events in the Twin Cities area. This fund is administered by the Campus Activities Office.

Section 5: Spring Allocations

Spring Allocations shall be defined as the process during Spring Term by which all CSA Chartered Organizations which have fixed costs and ongoing expenditures submit a budget request for the upcoming fiscal year. CSA Chartered Organizations may also request an operating budget of up to \$75.

A. The Treasurer and Budget Committee shall establish a threshold Spring Allocations funding level that constitutes a Large Organization for the purpose of Spring Allocations.

B. The Co-Chairs shall hold a mandatory informational meeting twice by the second week of Spring Term where the Spring Allocation Request Form will be made available. The form shall include

1. The Organization's itemized request for fixed costs and ongoing expenditures.
2. Information pertaining to the Organization's goals and plans for improvement.
3. Information pertaining to the Organization's cost efficiency.

C. Organizations shall be given an operating budget upon their request not exceeding \$75. Given extraordinary circumstances of fiscal irresponsibility, the Budget Committee may deny such requests. The operating budget may be used at the group's discretion in accordance with CSA guidelines.

D. Organizations qualifying as Large Organizations may be subject to greater review of their funding by the Treasurer and Budget Committee than is typically performed for other Organizations.

E. All budgets shall be due by fourth week to assure their considerations by the Committee. Any budget submitted after the set deadline will be considered at the discretion of the Committee.

F. Hearings shall be held by fifth week and take place over no more than two days.

G. Appeals of the Committee's decision must be made in writing to the Committee within two days of the public posting of the decisions. Any appeals submitted after this time will be considered at the discretion of the Committee. Committee appeals must be held by sixth week.

H. Appeals of the Committee's final decision must be made in writing to Senate within two days of the public posting of the Committee appeal results. Any appeals submitted after this time will be considered at the discretion of Senate. Senate appeals must be held by seventh week.

I. The Committee must submit the budget for the upcoming fiscal year by eighth week to be ratified by Senate. The budget must be passed by two-thirds vote of the Senate.

Section 6: Funding Rules

A. All-campus mailings, paid NNB ads and color posters/flyers shall not be funded.

B. Political campaign contributions, lobbying efforts, alcohol, and tobacco shall not be funded.

C. All goods purchased with the CSA's funds belong to the CSA, therefore no goods shall be funded that will become personal property, excepting those goods that have been funded each year for the past five years. Designation of personal property items is at the discretion of the Treasurer. Publications shall not constitute personal property.

D. Funding requests shall not be accepted retroactively.

E. The CSA shall not fund seed money for events in which proceeds will go to benefit the CSA Organization requesting the funds or any other organization. The Controller's Office may issue a note to pay for such programs and groups may ask for suggested donations for charitable endeavors.

F. Honoraria for performers shall not be funded until the availability and willingness of the performer has been confirmed.

G. Contracts

1. All contracts for performers shall be signed by an authorized employee of the College.
2. All contracts for goods and services other than one-time performances made on behalf of the CSA or a CSA Chartered Organization must be reviewed by the President, Vice-President, and Treasurer prior to engagement or renewal. All contracts, following the majority approval of Senate, must be signed by the treasurer and the relevant employee of the College.

Section 7: Financial Guidelines

Separate from the financial bylaws, the Senate and Budget Committee shall maintain a list of Financial Guidelines which reflect the current financial practices of the Budget Committee.

A. The Financial Guidelines must be reviewed by the Budget Committee each Winter term. Proposed revisions to the Financial Guidelines must be approved by a majority vote of the Budget Committee and then a majority vote of the Senate.

B. The current Financial Guidelines must be published and publicly posted. Budget Committee may propose revision to the Financial Guidelines at any time during the year. Any proposed revisions must be approved by a majority vote of the Budget Committee and then a majority vote of the Senate.

Article IV: CSA Chartered Organizations

Section 1: Chartered Organizations

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

Section 2: Requirements for Chartered Organization Status

The following requirements must be met in order for a group to attain and maintain CSA Chartered Organization status:

A. The group must demonstrate that its existence as a Chartered Organization will benefit the Carleton community.

B. The group must be open to the entire CSA.

C. The group must create and maintain a Charter.

D. The group must meet a minimum requirement of five members, unless the Governance Committee deems the requirement unnecessary for the group to fulfill its purpose.

Members may be counted as either the number of CSA members on the organization's listserv or the average attendance at a term's worth of organization meetings.

E. Chartered organizations not meeting the minimum membership requirement without the permission of the Governance Committee will be deemed inactive.

F. Chartered Organizations deemed inactive for three consecutive terms will lose Chartered Organization status.

G. The group must not engage in illegal activities, operate in violation of its Charter, or adversely affect the College's maintenance of a residential educational community.

H. Groups seeking Chartered Organization status that fall under the jurisdiction of a current Chartered Organization must join that Organization for a trial period of one term. If the group's specific needs are not addressed in the Organization, it shall be considered for Chartering. Groups associated with nationality or culture are exempt from this requirement.

I. Chartered Organizations must inform the Governance Committee of any changes in their officer positions.

J. Chartered Organizations may not use the College's name without the express authorization of the College Council except to identify the institutional affiliation.

Section 4: Organization Charters

A. The Charter is the document outlining the principles, functions, and organization of a Chartered Organization.

B. Chartered Organizations are obligated to act in accordance with their Charter at all times. Violation of the Charter is cause for sanctions, including loss of Chartered Organization status.

C. Amendments to a Charter require the approval of Governance Committee and the Senate.

D. The following elements must be included in the Charter:

1. Purpose
2. Description and duties of officers
3. Procedure for officer election and removal
4. Provision for submitting annual reports

Section 5: Chartering Process

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

Article V - CSA Committees

Section 1: Formation and Dissolution of Committees

The Senate or General Meeting may establish, reissue, revise, or revoke, by two-thirds vote, any ad hoc committees as it deems necessary, unless otherwise specified.

Section 2: Appointment Procedure

Each Fall Term the Senate shall be responsible for making appointments to CSA Committees in accordance with Article I, Section 5 of these Bylaws. Committee appointments shall be completed by no later than the third week of Fall Term.

Section 3: Committee Chairs

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

Section 4: Addition and Removal of Committee Members

A. Committee Chairs shall be responsible for recommending CSA members to fill vacancies on their respective committees.

B. Committee members missing two or more meetings shall be removed upon the recommendation of the committee chair and a majority vote of the Senate.

C. The Senate or General Assembly may, by two-thirds vote, remove any member of a standing or ad hoc committee.

D. Removed members shall be replaced immediately using the appointment method described in this Article or the committee's charter.

Section 5: Committee Quorums

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

Section 6: Open Meetings

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

Section 7: Budget Committee

A. The Committee shall be responsible for the formulation of recommendations for the allocation of all CSA funds to the Senate and shall serve as the advisory committee to the Treasurer as is deemed appropriate. The Committee shall have weekly meetings throughout the academic year during all weeks Budget Request Forms have been submitted as described in sub. F of this section.

B. The Senate shall not consider any appropriation of CSA funds that has not been voted on by the Budget Committee. Budget Committee recommendations must be posted publicly at least two days before the Senate shall vote on them.

C. The Committee shall be Co-Chaired by the Vice-President, who shall not vote except when his or her vote would change the outcome, and the voting Treasurer. In addition, the Senate shall appoint two Senators, and ten students-at-large. Students-at-large shall not vote during the first term they serve, unless a quorum is not present. Students-at-large may keep their seat until they go off campus, are no longer enrolled, or graduate. Former Committee members wishing to reapply shall be given priority.

D. Decision making power will be vested in the Committee with a quorum. A quorum will be defined as the presence of seven voting members, where the first term students-at-large will become voting members to meet this requirement.

E. The Budget Committee shall allocate from the funds as described in Article III, Section 3, unless otherwise stated.

F. The Co-Chairs will ensure that Budget Request Forms will be made available to the CSA and serve as contacts for questions about the Form or the budgeting process. The Budget Request Form must contain the CSA Chartered Organization name; requester's name; organization account number; organization's officers, requester's phone number, email, the funds requested from, amount requested, amount the organization was allocated during Spring Allocations, funding received from sources outside the CSA, and a prioritized breakdown of the request.

G. Budget Request Forms must be submitted to the Co-Chairs and to Committee members at least two days prior to the Committee meeting.

H. The Committee shall consider and deliberate on requests in sessions open to the CSA, except for Spring Allocations.

I. The Committee shall consider all of the following criteria when evaluating a budget request:

1. The Committee shall consider the most efficient use of funds within CSA Chartered

Organizations and the Carleton community, paying particular attention to previously and simultaneously scheduled events, as well as the current amount of available funds.

2. The Committee shall consider the number of people in the Community that will be served by the organization and by the request.

3. The Committee shall consider the number of students in the organization, looking at past and present data.

4. The Committee shall consider the past performance of the organization, including the success of their previous events, management of funding, consistency in organization, and the amount of interest the group generates.

5. The Committee shall consider the future stability of the organization.

6. The Committee shall consider the organization's priorities.

7. The Committee shall encourage the organization to seek alternate sources of funding.

J. Appeals of the Committee recommendation shall be made to Senate during the meeting that the recommendation is being considered.

K. The Senate must do one of the following with a Committee recommendation:

1. Approve the recommendation by a majority vote, except where noted in the Financial Guidelines.

2. Amend the recommendation by a two-thirds vote, except where noted in the Financial Guidelines.

3. Refer the rejected recommendation back to the Committee with no formal recommendation.

L. The Subcommittee on Financial Misconduct (CFM)

1. The Treasurer shall chair the committee.

2. The Senate shall appoint four additional members of the CSA to serve on the Subcommittee.

3. CFM shall investigate any group that incurs a deficit as reported by the Controller's Office.

4. Any CSA Organization or individual being investigated by CFM shall be notified and given the chance to defend the individual or organization's position. CFM hearings shall be open to the CSA. Deliberations may be closed. CFM decisions shall be made known promptly to the parties involved and to the CSA Senate with the permission of the parties involved.

5. CFM shall recommend one of the following courses of action, which shall be enforced by the Controller's Office:

a. Hold the CSA Organization leaders personally accountable for the debt.

b. Withhold the amount of the debt from the following year's allocation.

c. Refer the case to the College Judiciary Committee.

d. Forgive the debt.

6. The parties involved may choose to appeal the CFM decision to the CSA Senate. The Senate may overturn the CFM ruling by a majority vote.

7. The Treasurer shall suspend allocations to any group at any time if there appears to be a misuse of funds. Any such action must be reported to the Senate and to the Committee at their next meetings.

Section 8: Committee on Audits

A. The Committee on Audits shall convene every winter to conduct a review of one-third of all CSA chartered organizations' financial practices and organizational activities to ensure that both are congruent with each organization's charters.

B. The committee shall be composed of all senators serving on Budget and Governance Committees. The President of the CSA shall designate a chair.

C. The committee shall give notice of its intention to audit selected CSA organizations by seventh week of Fall Term, allowing appropriate time for organizations to prepare.

D. Any noncompliant organizations will be referred to the Subcommittee on Financial Misconduct.

Section 9: Constitutional Review Board

A. The Board shall be charged with making an annual review of the Constitution and Bylaws during Winter Term and proposing recommended changes to Senate after this review.

B. The Board shall be composed of two Officers, three Senators, and three students-at-large.

Section 10: Election Committee

A. The Committee shall be charged with planning, conducting, monitoring, and tallying the election and referendum results in accordance with Article VII, as well as the investigation of allegations of wrongdoing.

B. The Committee shall be composed of a non-voting President Chair and three Senators. No candidate for an elected position may serve on the Committee. No member of the Committee shall have a clear, vested financial interest, or maintain outward bias for or against, any referenda as determined by a majority of the Senate.

C. The Committee shall enforce the Election Rules in Article VII of these Bylaws.

D. The Election Committee shall be responsible for ensuring that all submitted platforms are made available to the student body at least three calendar days before the election and prior to the Candidate Debates.

E. The Committee shall investigate any allegations of wrongdoing in the election within one week after the close of voting. A closed hearing must be held that allows the person(s) involved to present their case. If sufficient evidence exists that a candidate failed to comply with the rules, the Committee may recommend to Senate actions deemed appropriate.

Section 11: Governance Committee

A. The Committee shall be charged with: chartering CSA organizations, interpreting the Constitution, Bylaws, and Robert's Rules of Order; recommending changes to the Constitution and Bylaws; formulating referenda proposals; formalizing language in documents specified by the Senate; and ensuring compliance with the Constitution, Bylaws, and Robert's Rules of Order.

B. At the request of one third of the Senate, matters will be referred to the Committee for a ruling. The Committee may rule on matters not referred at its discretion.

C. If the Committee rules an action of the CSA in violation of the Constitution, Bylaws, or Robert's Rules of Order, the action is null and void. The ruling may be overturned by a two-thirds vote of the Senate.

D. If the Committee finds that a Chartered Organization no longer meets the requirements for Chartered Organization status, the Committee will inform the Organization of the finding and allow it one term to correct its actions. If the action is not corrected after one term, sanctions, including the loss of Chartered Organization status, may be imposed by the Committee and the Senate.

E. The Committee shall conduct a comprehensive review of every Chartered Organization once every three years. One third of the Organizations shall be reviewed each year. The review shall be completed by the end of Winter Term. The following elements shall be part of the review process:

1. A written report submitted to the Committee by the Organization which includes: number of members, accomplishments over the past three years, status of the Organization, plans for the future, and any other information deemed necessary by the Committee;
2. An interview with the officers of the Organization by the Committee;
3. A review of the Charter of the Organization;
4. A report to the Senate by the Committee on the status of the reviewed Organization.

F. The Committee shall be composed of three Senators and three students-at-large, and the CSA Vice President who shall serve as a regular member and Chartering co-chair. Quorum shall be defined as four voting members.

Section 12: Crepe Maker Committee

A. The Committee shall be charged with:

1. Publicizing opportunities to utilize the crepe maker;
2. Scheduling chartered student organizations to operate the crepe maker by evaluating petitions on their merit;
3. Training student groups on its operation; and,
4. Overseeing crepe production.

B. The Committee shall be composed of one member of Budget Committee, who is charged with reporting the profits of student organization to the Budget Committee, in addition to two senators.

C. Any complaints of financial misconduct concerning the operation of the crepe maker shall be referred to the Subcommittee on Financial Misconduct.

D. The Committee shall keep a record of all revenues raised by each participating group.

ARTICLE VI - CSA Elections

Section 1: Election Procedures

A. One election shall be held each Winter and Spring Term. Officers and seven Senators shall be elected Winter Term. The Liaisons, College Councilors, and remaining Senators shall be elected Spring Term.

B. Position announcements shall be made before the fifth week of the respective term and must include the position descriptions, due dates of platform submission and any required petitions, date of the

Candidate Debates, and date of the election. Candidate platforms shall be due by eighth week of the respective term and submitted to the Election Committee. Candidate debates shall occur before the election. The election shall be concluded before the ninth week of the respective term.

C. Online polls must be open for a minimum of twenty four hours.

Section 2: Position Requirements

A. Candidates for all elections must be current members of the CSA.

B. Petition Requirements

1. Petitions for the position of President must be signed by at least twenty- five students, including at least five from each class.

2. Petitions for the office of Vice- President and Treasurer must be signed by at least fifteen students, including at least three from each class.

3. Petitions for Senators must be signed by at least fifteen students.

4. Petitions for the CSA Senate/Committee on Student Life Liaison, CSA Senate/Education and Curriculum Committee Liaison, Admissions and Financial Aid Committee Liaison, and CSA Senate/Intercampus Liaison must be signed by at least 15 students.

5. Petitions for College Councilors and CSA Senate/College Council Liaisons must be signed by at least twenty- five students, including at least five from each class.

C. A student may run for only one position per governing body.

Section 3: Voting System

A. Preferential voting shall be used to select the President, Vice President, Treasurer, Committee on Student Life Co-Chair/Liaison, Intercampus Liaison, Admissions and Financial Aid Committee Liaison, and Education and Curriculum Committee Liaison when there are more than two candidates for running for office. If no candidate has a majority of votes, Instant Runoff Voting (IRV) shall be used to determine the winner.

B. Instant Runoff Voting shall operate in the following way: The voter shall rank as many of the candidates as s/he wishes in order of preference. The first preferences of all voters shall be counted and if one candidate has a majority, then that candidate shall be declared the winner. If no candidate has a majority, then the candidate with the fewest votes shall be eliminated and the second preference votes of those who voted for the eliminated candidate shall be added to the votes of the remaining candidates.

This process shall continue until one candidate has a majority.

C. For the election of Senators, College Councilors, and College Council Liaisons, each voter shall be entitled to a number of votes equal to the number of open seats for a given position. These votes may be distributed among the candidates with no more than one-half of the votes going to a single candidate.

D. Voting rules and instructions shall be on the ballot.

E. Write-in votes must clearly distinguish to the majority satisfaction of the Election Committee the person intended to receive the vote. All ambiguous votes shall be declared void.

F. If a portion of a ballot is inconsistent with the rules in this section, that entire portion is void.

G. If candidates for one position are within one percent of each other in the total number of votes cast for that position, a recount shall be held by the Election Committee. If the recount offers the same results as the initial count, this result will be accepted. If the recount does not yield the same result as the initial, the recount shall be repeated until the same result is yielded twice.

H. If a true tie exists between candidates in a regular election, a runoff election shall be held within one week of the original election. If a true tie exists between candidates in a special election, the tie-breaking vote goes to the Senate. The candidate receiving a plurality of votes in Senate shall be declared the winner of the vote.

Section 4: Election Rules

A. Candidates must be current members of the CSA.

B. No candidate may knowingly destroy or deface another candidate's property.

C. No candidate may spend more than \$25.00 for their campaign.

D. No candidate may receive or act upon inside information regarding the progress of the ballot before the polls close.

E. No CSA Chartered Organization may spend any money on a candidate.

F. A candidate may have a maximum of 30 posters, with a maximum of 4 per building, up at any one time during the campaign.

G. Willful violation of these rules by candidates may be referred by majority vote of the Election Committee to the Senate, which may, by two-thirds vote, bar guilty candidates from running again for one

academic term and/or refuse to seat any guilty winner, in which case a special election must be held within twenty days for the vacant seat.

Section 5: Elected Candidate Responsibilities

A. Newly-elected Senators and Liaisons must attend one Budget Committee and two Senate meetings during the term in which they were elected, unless excused by the President. If this requirement is not met, the Senator or Liaison shall be considered to have missed one Senate meeting in his or her first academic term in office.

B. Newly-elected Officers must attend one Budget Committee and two Senate meetings during the term in which they were elected, unless excused by the President. Newly elected Officers must also attend one meeting of two different Senate Committees. If these requirements are not met, the Officer shall be considered to have missed one Senate meeting in his or her first