

CONSTITUTION OF THE CARLETON COLLEGE STUDENT ASSOCIATION¹



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¹ This Constitution is effective as of February 24, 2020.

PREAMBLE

We, students of Carleton College, as an essential component of the College, do hereby establish the Carleton Student Association to advocate for student interests; play an active role in shaping College policy; charter and financially assist student organizations; protect student rights and freedoms; and serve as a forum for the discussion and advancement of student ideas.

ARTICLE I: General Provisions

Section 1: Name.

The name of the student government shall be called the Carleton Student Association, hereafter referred to as “the CSA.”

Section 2: Rights and Responsibilities of the CSA.

Every current student of Carleton College shall be a member of the CSA. As members of the College community, students have both the right and duty to actively participate in the formation of College policy. Students have the liberty to write, speak, organize, and otherwise advocate their beliefs in such a manner that respects the educational atmosphere of the College.

Section 3: Membership.

Only members of the CSA may serve as Senators.

Section 4: Mission.

The mission of the CSA is as stated in the preamble. The CSA shall work to enhance the quality of student life by officially recognizing and supporting student groups and activities; assuring student representation within the College governance structure and in other decisions pertaining to student life; and protecting student rights and freedoms.

The CSA’s principal duties shall include the following:

- A. Serving as the voice of the student body by guaranteeing the representation of student values, concerns, and ideas to the Board of Trustees, College Council, administration, faculty, and staff.
- B. Disseminating information about College policy and business to the student body. All students shall have the right to attend and speak before the CSA Senate on any issue of importance to the well-being of the campus.

- C. Supporting the activities, initiatives, and interests of students through chartering, funding, and supporting CSA Chartered Organizations. The CSA shall assist in creating opportunities for communication and collaboration among these organizations.
- D. Appointing student members to College advisory committees and empowering them to fulfill their duties and responsibilities to the CSA Senate and to the student body.

Section 5: Authority.

The authority of this Constitution is the basis for the conduct of all business in the CSA. This Constitution also serves to provide structure for the CSA.

Section 6: Legislative Powers.

The legislative power of the CSA shall be vested in the Senate unless exercised by a General Meeting of the CSA.

Section 7: Nondiscrimination Policy.

The CSA shall not discriminate, and shall discourage discrimination based on race, gender, sex, creed, religion, age, spirituality, ancestry, national origin, ethnicity, economic status or background, sexuality, political affiliation or ideology, or ability status.

ARTICLE II: Organization and Structure

Section 1: Mission of the Senate.

The Senate shall pursue the objects outlined in Article I, Section 4 of this Constitution.

Section 2: Senate Structure.

The Senate shall consist of three CSA Executives, namely, CSA President, Vice President, and Treasurer; Public Relations Officer; Office Liaisons; Committee Liaisons; and Class Representatives, all elected at large from the CSA. The CSA Executives shall appoint a Secretary from the CSA at the beginning of Fall Term.

Section 2.1: Senate Officers.

The Officers of the CSA shall be CSA President, Vice President, and Treasurer. These Officers must be members of the CSA. The members of the CSA shall elect the Officers at-large during Winter Term. Their terms shall begin the following Spring Term.

Section 2.1.1: CSA President.

The CSA President shall be elected as a junior to serve as the chief executive officer of CSA. The CSA President shall perform the following functions:

- A. Lead CSA and its subsidiary bodies.
- B. Serve as the official voice of the CSA and act as its primary representative.
- C. Preside over General and Senate Meetings of the CSA.
- D. Recommend legislation to the CSA Senate and its subsidiary bodies.
- E. Veto a CSA proposal, if necessary. The President may only veto an initiative after the CSA has voted. A veto may be issued up to a week after said vote. The Senate may overturn this veto by a three-fourths ($\frac{3}{4}$) vote within a week after said veto.
- F. Deliver to the proper authorities all resolutions, statements, letters, and policy proposals.
- G. Serve as the Student Liaison to the Student Life Committee of the Board of Trustees.
- H. Serve on the Student Life Advisory Committee and College Council in an ex-officio capacity.
- I. Delegate the responsibilities of any office described in this Article that is temporarily vacant. The President shall also preside over the Appointments Committee to fill vacant positions on CSA Senate and college advisory committees.
- J. Compile the Executive Reports in conjunction with other Officers.
- K. Convene the Constitutional Review Board every Winter Term as outlined in the Bylaws.
- L. Perform any additional tasks the CSA shall determine.

The CSA President shall have no vote except when a tied vote must be broken.

Section 2.1.2: CSA Vice President.

The CSA Vice President shall be elected as a sophomore or junior. The Vice President shall perform the following functions:

- A. Perform the duties of the Office of the President in their absence.
- B. Lead the Budget Committee.
- C. Administer all CSA funds according to the CSA Financial Regulations stipulated in the CSA Constitution and Bylaws.
- D. Conduct Spring Allocations for the following Fiscal Year.
- E. Serve as a voting member of the Senate except in the temporary absence of the President when they shall lead the CSA.
- F. Jointly compose the Executive Reports with other Officers in accordance with Article V of this Constitution.
- G. Distribute Budget Updates to the student body at the end of every term.
- H. Consult with students-at-large from all College Committees without Senators.
- I. Perform any additional tasks the CSA shall determine.

The CSA Vice President shall have no vote on the Budget Committee except when a tied vote must be broken.

Section 2.1.3: Treasurer.

The Treasurer shall be elected as a sophomore or junior. The Treasurer shall perform the following functions:

- A. Lead the Student Projects Committee.
- B. Perform the duties of the Office of the Vice President in their absence.
- C. Act as a voting member of the Senate.
- D. Administer all CSA funds according to the CSA Financial Regulations stipulated in the CSA Constitution and Bylaws.
- E. Present a budget, prepared in conjunction with Budget Committee and officers of CSA chartered organizations, to the Senate for approval each academic year.
- F. Publish a statement of the financial status of the CSA three times a year as required by the College.
- G. Jointly compose the Executive Reports with other Officers in accordance with Article V of this Constitution, in addition to the termly financial statements.
- H. Perform any additional tasks the CSA shall determine.

Section 2.2: Secretary.

The CSA Secretary shall be appointed by the Executives at the beginning of Fall Term to serve for the next three academic terms. The CSA Secretary shall perform the following functions:

- A. Take minutes at CSA Meetings.
- B. Operate the All-Campus Announcements System.
- C. Act as a voting member of the Committee on Outreach, Media, and Publicity (COMP).
- D. Carry out the duties outlined in the CSA Secretary Guide.
- E. Perform any additional tasks the CSA shall determine.

The Secretary shall have no vote on the CSA Senate and Budget Committee.

Section 2.3: Public Relations Officer.

The Public Relations Officer shall perform the following functions:

- A. Serve as the chair of COMP.
- B. Act as a voting member of the CSA Senate.
- C. Gather relevant information, including updates from Office and Committee Liaisons for the COMP Newsletter.

- D. Disseminate information to the CSA at their own discretion or at the request of the CSA Executives.
- E. Compile two reports each academic term detailing their projects, initiatives, or accomplishments of the term.
- F. Perform any additional tasks the CSA shall determine.

Section 2.4: Committee and Senate Liaisons.

All Liaisons shall be elected in accordance with Article III of the CSA Bylaws. Each Liaison shall perform the following functions:

- A. Represent their respective office or college committee on the Senate by serving as the point person for CSA concerns, questions, or suggestions pertaining to their office or committee.
- B. Act as voting members of the CSA.
- C. Keep the CSA and Senate abreast of pertinent developments and ongoing initiatives within their office or committee.
- D. Create opportunities for collaboration between offices, college committees, CSA, and the Senate.
- E. Meet with their respective offices on a bi-weekly (every other week) basis to meet the objectives outlined in this Constitution and CSA Bylaws.
- F. Attend all college committee meetings and update the Senate as prescribed in Article V of this Constitution.
- G. Compile two reports each academic term detailing their projects, initiatives, or accomplishments of the term.
- H. Volunteer two hours of service per term.
- I. Serve in at least one CSA working group or sub-committee.
- J. Perform any additional tasks the CSA shall determine.

Section 2.5: Class Representatives.

Two Class Representatives shall be elected in the Winter to represent classmates within their year. They shall perform the following functions:

- A. Represent classmates within their year and create opportunities for social and intellectual interaction.
- B. Act as voting members of the CSA Senate.
- C. Serve on the Appointments Committee in an ex-officio capacity.
- D. Volunteer two hours of service per term.
- E. Compile two reports each academic term detailing their projects, initiatives, or accomplishments of the term.

- F. Serve in at least one CSA working group or sub-committee.
- G. Perform any additional tasks the CSA shall determine.

Section 3: Committees.

The CSA Senate shall be regularly assisted by five principal committees, namely, Appointments Committee, Budget Committee, Governance Committee, Student Projects Committee, and COMP.

Section 3.1: Appointments Committee.

Chaired by the CSA President, the Appointments Committee shall be responsible for making recommendations for vacant positions on the CSA Senate and college advisory committee to the Senate. The Committee shall comprise of the CSA President, Class Reps, and any Liaisons who wish to join. The Committee shall conduct its business in accordance with this Constitution and Bylaws.

Section 3.2: Budget Committee.

Chaired by the CSA Vice President, the Budget Committee shall be responsible for creating recommendations for the allocation of all CSA funds to the Senate and shall serve as an advisory committee to the Vice President and Treasurer as deemed appropriate. The Committee shall comprise of 13 student-at-large members and 2 liaisons from the Senate and conduct its business in accordance with the CSA Constitution and Bylaws.

Section 3.3: Governance Committee.

Chaired by a College Council Liaison appointed by the CSA Executives, the Governance 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 as outlined in the Bylaws.

Section 3.4: Committee on Outreach, Media, and Publicity (COMP).

Chaired by the Public Relations Officer, COMP shall be charged with managing and developing the CSA's student outreach, media presence, and public image. The Committee shall pursue the objects outlined in the Bylaws.

COMP shall work with the Budget Committee to create and release to CSA a termly infographic detailing where CSA money comes from, how it has been spent during the term, and how much

money is left at the end of each term. The infographic must be published and publicly posted online, including on the CSA website and Facebook page.

CSA Senate Meetings shall be made available for live viewing online by COMP, as well as recorded and available in an online archive on the CSA website.

Section 3.5: Student Projects Committee (SPC).

Chaired by the CSA Treasurer, the Student Projects Committee shall be responsible for making recommendations for the allocation of excess rollover funds; implementing student projects approved by the Senate; and advising the CSA Treasurer on anything that directly affects the recommendation and implementation of student projects. The SPC shall be constituted, and shall conduct its business, in accordance with the CSA Bylaws.

Section 4: Sub-Committees and Working Groups.

Section 4.1: Sub-Committees.

The Senate may establish, reissue, or revise CSA sub-committees to pursue legislative work in specific areas. The CSA President has the power to propose or refer legislation to a certain committee. Committee Chairs may on their own create subcommittees and refer issues to them.

Section 4.1.1: CSA Textbook Library.

At the end of each term, the CSA Textbook Library shall collect textbook donations from the CSA to assist eligible non-TRIO, DACA, and undocumented students on campus, as well as other students to whom securing textbooks is a significant financial challenge.

Section 4.2: Working Groups.

CSA Senators or students-at-large may establish or revise CSA working groups to work on specific issues pertaining to any aspect of student life. Coordinated by a Senator or student-at-large appointed by the group, working groups shall regularly meet with college administrators and students to create new initiatives and programming related to their issue. The designated coordinator of the working group shall be responsible for reporting the activities, initiatives, progress, challenges, future plans, and recommendations of the group as outlined in Article V of this Constitution.

Section 5: Other CSA Committees.

The Senate or General Meeting may establish, reissue, or revise, by a two-thirds ($\frac{2}{3}$) vote, any ad hoc committees as it deems necessary, unless otherwise specified in the CSA Bylaws or Constitution.

Section 5.1: Election Committee.

During elections, the CSA President shall convene the Election Committee to plan, conduct, monitor, and tally the election and referendum results; enforce the Election Rules outlined in Article III of the CSA Bylaws; and investigate any allegations of wrongdoing. The Election Committee shall be constituted, and shall conduct its business, in accordance with the CSA Bylaws.

Section 5.2: Constitutional Review Board.

The Board, when charged by the CSA President or a majority of the Senate, shall conduct an annual review of the Constitution and Bylaws during Winter Term and propose recommended changes to the Senate after this review. The Board shall be constituted as outlined in the Bylaws.

ARTICLE III: Elections and Appointments

Section 1: Elections.

Senators shall be elected in the Winter and Spring Terms as outlined in the CSA Bylaws. Only members of the CSA may run for and serve in Senate positions. All students must follow all the election procedures and rules set forth in Article III of the CSA Bylaws.

Section 2: Tenure.

Senators elected in regular elections shall assume office at the beginning of the next academic term and shall serve for three academic terms.

Section 3: Vacancy.

Section 3.1: General Vacancy.

Within three days of learning about a vacancy on the Senate, the CSA President shall call for written applications for the vacant seat.

Section 3.2: Executive Vacancy.

Any vacancy in executive positions of the Senate shall be filled by a Special Election to be held within twenty class days of the occurrence of the vacancy. Elected Officers of the CSA may be removed from office by a two-thirds ($\frac{2}{3}$) vote of the Senate or a General Meeting by procedures outlined in the Bylaws.

Section 4: Appointments.

After accepting applications for a minimum of five days, the CSA President shall convene the Appointments Committee to review applications and make a recommendation for appointment to the full Senate. This recommendation must then be approved by a majority vote of the Senate. Appointed Senators shall assume office immediately and serve until the end of the academic term in which the next election for the seat is held, at which point an elected Senator shall fill the seat.

Section 5: Removal from Office.

Elected and appointed Senators may be removed from office pursuant to the procedures outlined in this Constitution and the CSA Bylaws.

ARTICLE IV: Legislative Business

Section 1: Senate Meetings.

The Senate shall meet weekly every full month the College is in session and upon the request of the CSA President. When so requested by a petition signed by five members of the Senate, the CSA President shall call a meeting within three days. A quorum shall constitute fifty-one percent of voting Senate members, and a majority of votes cast shall be sufficient to pass legislation, unless otherwise provided.

Section 2: General Meetings.

The ultimate authority of the CSA rests with a General Meeting of its members. General Meetings can be convened to discuss any issue pertaining to the CSA or to the campus as a whole.

Section 2.1: Convening a General Meeting.

A General Meeting may be called by a majority vote of the Senate. Alternatively, upon receipt of a petition signed by twenty percent of the CSA, the President must call a General Meeting within one week.

Section 2.2: Quorum for a General Meeting.

A quorum for a General Meeting shall be twenty-five percent of the CSA. Each member of the CSA shall have one vote. A majority of votes cast shall be sufficient to pass any proposal presented, except amendments to this Constitution and certain procedural motions as prescribed in the CSA Bylaws.

Section 2.3: Powers Reserved to General Meeting.

Decisions and actions of CSA governing bodies can also be reconsidered or overruled in General Meetings. Any decision of the Senate may also be overruled in a Referendum as prescribed in Section 5.3 of this Article.

Section 3: Executive Sessions.

Although Senate Meetings are open to the public, present Senate members may, by a two-thirds ($\frac{2}{3}$) vote, move the Meeting to an Executive Session. Alternatively, the CSA President may, at their discretion, move a Senate Meeting to an Executive Session to discuss matters of a sensitive nature. Only members of the Senate shall be part of the Executive Sessions. The CSA Secretary shall not record minutes during these sessions.

Section 4: Motions.

Senate shall pass motions by a simple majority vote of present Senate members unless otherwise stated. Abstentions as defined in the Bylaws do not count towards the total number of Senators voting.

Section 5: Legislative Powers of the Senate.

The CSA Senate shall be vested with the legislative power of the CSA in accordance with Article I, Section 5 of this Constitution.

Section 5.1: Resolutions, Statements, and Letters.

The CSA Senate may pass a resolution, letter, or statement in support of a cause on behalf of student organizations, groups of interested students, Senators, or even the Carleton administration. The text of all resolutions passed must reflect the non-discrimination policy of the CSA. All sponsors of a resolution must conform with the guidelines outlined in the CSA Bylaws.

Section 5.2: The Student Activity Fee.

The CSA Senate, by a two-thirds ($\frac{2}{3}$) majority vote, shall be responsible for setting or revising the Student Activity Fee recommended by the Budget Committee.

Section 5.3: Referenda and Propositions.

The authority of the CSA may be asserted through a referendum of the student body. A referendum may be called by a majority vote of the Senate. Alternatively, a referendum must be called by the CSA President upon receipt of a petition containing an actionable question and signed by twenty percent of the CSA. A ballot containing a referendum question requires that at least twenty-five percent of the

CSA participate in the vote for the referendum to be considered valid. Any referred proposal, except amendments to this Constitution, requires a majority of the valid ballots cast to pass.

ARTICLE V: Transparency and Accountability

Section 1: Information.

Any document or record produced by the CSA, including Senate Meeting agendas and minutes, shall be a matter of public record, with such exceptions as matters of the Executive Sessions.

Section 2: Student Inquiry.

Any Carleton student may request information, voice their concerns, and share new project ideas with any member of the CSA Senate. It shall be the duty of the contacted Senate member(s) to respond to this inquiry within a week.

Section 3: Reports.

Section 3.1: Executive Mid-Tenure Report.

During Fall Term, the CSA President shall compose a summary of their mid-tenure and its major initiatives, including areas where further action is needed. The President shall prepare a summary of all major initiatives implemented or considered in CSA committees, including relevant actions taken, resolutions, challenges faced, current status and advice on the course of any future action needed. The CSA Vice President and Treasurer shall jointly present the CSA's budget for the Fiscal Midyear, along with a summary of allocations, major changes, and their justifications. The CSA Vice President and Treasurer will also present a comparison to previous years' budgets. COMP will be charged with distributing the Mid-Tenure Report to students and administrators through appropriate mechanisms, including but not limited to the CSA website, social media platforms, and the all-campus email system.

Section 3.2: Executive Annual Report.

At the conclusion of each Presidential term, the CSA President shall work with the CSA Vice President and Treasurer to compile a report detailing the activities of the CSA of the previous calendar year. The Executive Annual Report shall aim to be a clear and concise summary of the CSA's successes, challenges and future plans or goals, written with a student audience in mind. Written and published at the conclusion of the Winter Term, it will also outline, as applicable, any future goals or further action necessary for CSA initiatives. The CSA Executives shall charge COMP with distributing the Annual Report to the CSA, students and administrators through appropriate mechanisms, including but not limited to the CSA website, social media platforms, and the all-campus email system.

Section 3.3: Senator Bi-Termly Reports.

Each Senator shall release two reports through the Senator Reporting System each academic term detailing projects, initiatives, or accomplishments they have been working on throughout the term. Further, a representative from each working group shall release bi-termly reports detailing the working group's progress, goals, and initiatives for the term. Each of these reports will be made public through the CSA website.

Section 3.4: Termly Financial Report.

At the conclusion of each academic term, excluding the term in which the Mid-Tenure Report is published, the CSA Treasurer shall release a statement detailing the financial status of the CSA. The Treasurer shall charge COMP with distributing the financial statement to the CSA.

Section 4: Broadcast of Meetings.

As possible, Senate meetings shall be recorded and made available for live viewing by the CSA.

ARTICLE VI: Impeachment and Removal

Section 1: Impeachment.

CSA Senators and Officers may be removed from office by a two-thirds ($\frac{2}{3}$) majority vote of the Senate or a General Meeting. Impeachment may be moved for neglect of duties, misconduct in office as defined in the CSA Bylaws, or three unexcused absences from Senate meetings. Impeachment proceedings shall be conducted in accordance with Article VI of the CSA Senate Bylaws. Once a Senator or Officer has been impeached, they cannot run or be appointed to a CSA position until a full academic year, three terms, has passed.

Section 2: Recall.

A recall election shall be defined as the removal of a CSA representative by the electing body. The President shall hold a recall election for any CSA member upon receipt of a petition that contains a 500-word justification for recall and the signatures of no less than 10 percent of students eligible to vote for the position in question. The President shall hold a recall election within two weeks of their receipt of the recall petition. In the case of a recall election of the President, the Vice President shall hold the recall election. Once a recall election has been announced, the electing body shall vote to recall the Senate representative from CSA Senate. In order to recall the representative from the CSA Senate, an equal or larger percentage of the electing body must vote in the recall election than those

that voted in the original election. Internally elected representatives shall be recalled by a two-thirds ($\frac{2}{3}$) vote of the electing body.

ARTICLE VII: Finance

The Budget Committee shall recommend funding allocations for chartered student organizations to the CSA Senate in accordance with the Financial Guidelines and CSA Bylaws. The Senate shall have the final say on all Budget Committee recommendations above \$1,000.

Section 1: Funding Rules.

CSA Chartered Organizations and anyone receiving CSA Funds shall be held to the financial regulations set forth in the CSA Bylaws and by the College.

Section 2: Financial Guidelines.

The Senate and Budget Committee shall maintain a list of Financial Guidelines that reflect the current financial practices of the Budget Committee, as outlined in Article VII of the CSA Bylaws.

ARTICLE VIII: Amendment Procedures and Ratification

Section 1: Amendment of the Constitution.

Amendments to this Constitution may be proposed by a majority vote of the Senate, or by petition of one-fourth ($\frac{1}{4}$) of all on-campus members of the CSA. Amendment proposals must be published for at least one week and then approved by two-thirds ($\frac{2}{3}$) of those voting on the referendum question in an all-school referendum, or by two-thirds ($\frac{2}{3}$) of those attending a General Meeting during the same academic term in which the amendment is proposed to take effect.

Section 2: Supremacy.

This Constitution shall serve as the governing document of the Student Body, hold supremacy over any conflicting documents or actions of CSA, and be binding upon all members of the Student Government. This Constitution is not subject to motions of suspension.

Section 3: Amendment and Suspension of the Bylaws.

Amendments to the CSA Bylaws may be proposed and adopted by the same procedures as defined in Section 1, or may be adopted by a two-thirds ($\frac{2}{3}$) vote of the Senate, but not before such proposed amendments have been published for at least one week. The CSA may suspend any of its Bylaws at and for any time as per Article VIII of the CSA Bylaws.

Section 4: Constitutional Ratification.

This Constitution shall be ratified by the affirmative vote of two-thirds ($\frac{2}{3}$) of those voting in a CSA referendum as described in Article V, Section 1 of the 2020 version of the Constitution, and shall take effect immediately upon passage.