Article I - Senate Procedures

Section 1: Announcement of Meetings
A. Senate agendas must be published and posted at least one day prior to the Senate meeting.
B. Senate minutes must be published and posted no more than three days after the Senate meeting.

Section 2: Meeting Procedure
Robert's Rules of Order Newly Revised shall govern Senate meetings in all cases except where explicitly stated otherwise by the Constitution or By-Laws. Senate meetings shall be open to all members of the CSA, with speaking privileges limited only by Robert’s Rules of Order.

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: Agenda Modification
The agenda may be modified by the recommendation of a member of Senate or of the CSA. The recommendation must be passed by a two-thirds vote of the Senate, or by unanimous consent.

Section 6: Position Appointments
A. At the beginning of each academic year and when necessary, the Senate shall
conduct a series of internal and external 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. Senators nominated for the position to be filled will be required to speak of their interest and qualification for the position, with a time limit set by the President. After all nominees have spoken, they will be required to leave the meeting room while the Senate debates their merits. By majority vote Senate shall fill the position. Ties shall be broken by the President. **Each Senator must fill one committee position or office as defined.**

C. The internal committees and offices held by Senators representing constituencies shall be:

1. Committee on Student Life member/Liaison: shall be an additional student voice on the CSL in addition to the Senator/Liaison/Co-chair and the other students at large.

2. Gender and Sexuality Center, Office of Intercultural Life, and TRIO/SSS Liaison: shall be charged with maintaining communication with the Offices and assisting in communicating the current tasks of the Offices to Senate.

3. Public Relations Coordinator: shall be charged with the facilitation and improvement of communication between the general members of the CSA and the Senate.

4. Governance Committee: shall be charged with the discharge of duties related to CSA Governance Committee.

5. College Accountability Committee: Two Senators and a Senator-Chair, along with one officer shall serve as defined in Article VI Section 8 C.

6. CSA Budget Committee Liaison/ Crepe Committee Chair: shall serve as defined in Article VI Section 7 C and Article VI Section 12 B.

7. CSA Budget Committee Liaison: shall serve as defined in Article VI Section 7 C.

D. External appointments shall be defined as CSA student at large (non- senator) appointments to a CSA or College Committee or office.
Announcements of the position must be made at least one week prior to the Senate meeting when the position will be filled. Application forms shall be made available at this time and must include name, email, class year, interest in position, qualifications, time commitments, and prioritization of positions if more than one is applied for. The interviewing team will present their recommendation to Senate, which must be passed by a majority. Ties shall be broken by the President.

ED. Secretary(ies):
1. The Secretary shall be charged with recording and publishing Senate minutes; 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; ensuring that all guests at the Senate meeting have access to the Senate agenda; distributing a copy of the Senate minutes to the Public Relations Committee Coordinator to be posted according to Section 1 B; recording all guests present at the Senate meeting; maintaining a permanent file of Senate agendas, minutes, and guest records in the Senate Office; and ensuring all supplementary materials for the Senate meeting are distributed to the Senate at least one day prior to the date the material is needed.
2. CSA Officers may delegate additional responsibilities to a Secretary, such as: handling Budget Committee requests, scheduling committee meetings, taking Budget Committee minutes and distributing them to the Senate.
3. The Secretary shall be an external appointment and shall be paid the regular student wage as determined by the College.

Section 7: Member Absences
Officers or Senators missing three or more meetings over an academic term shall undergo an impeachment vote by secret ballot. Officers or Senators taking a
leave of absence for a term or more shall be required to resign. Expelled Senators must be replaced as defined in Article III, Section 4 in the CSA Constitution.

Section 8: Senate Advisors
The Advisors shall be charged with aiding the Officers in expectation and goal setting; providing Officers with feedback and constructive criticism about their performance; advising Officers on how to deal with problematic situations; and providing Senate with pertinent information regarding current discussions and actions within the College at the request of a member of Senate.

ARTICLE II - Committee Liaisons
Section 1: Liaison Responsibilities
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.

Section 2: Committee Liaisons
A. The College Council Liaisons
B. The Committee on Student Life Liaison
C. The Education and Curriculum Committee Liaison
D. The Environmental Advisory Committee Liaison
E. The Intercampus Liaison
F. The Admissions and Financial Aid Liaison

ARTICLE III - CSA Financial Regulations
Section 1: Financial Accountability
CSA chartered organizations with funding and anyone receiving CSA Funds shall be held to the financial regulations set forth in this article and by the College.

Section 2: Fiscal Year
The fiscal year shall be from July 1 to June 30.

Section 3: 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 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.
B. The Capital Reserves Fund is designed to provide a source of funding for one-time or emergency expenditures that are essential to the operation and continuation of a CSA Chartered Organization with Funding and for large-scale projects or purchases. 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). 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. 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. 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.
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. 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.
F. The Special Allocations Fund shall be the primary source of programming funding for a CSA Chartered Organization with Funding
G. The Social Life Opportunity Fund shall foster spontaneous and diverse all-campus activities at Carleton through funding proposals submitted by individuals. In order to ensure its availability to individual students, this fund is not accessible to CSA Chartered Organizations.
H. 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.

**Section 4: Budget**
Every spring term the Treasurer shall, with the advice of the Budget Committee, create a budget for the following fiscal year. The budget must be submitted to the Senate by eighth week. A two-thirds vote of the Senate is required to approve the budget. The budget shall be published and publicly posted by the end of spring term. Additionally, at the last Senate meeting of every term, the Treasurer shall present a summary of CSA funds allocated. That summary shall be made available to the CSA.

**Section 5: CSA Chartered Organization Officer Financial Responsibility**
A. All officers of CSA Chartered Organizations with funding must sign
an agreement which indicates their acceptance of these 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. Incoming financial officers of CSA Chartered Organizations shall not accept office until they have reported to the Treasurer any irregularities that exist in the organization's financial records.

D. The Treasurer or financial officers of CSA Chartered Organizations cannot hold the position of Student Auditor in the Business Office.

E. Any CSA Chartered Organization with Funding 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 6

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. 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 good 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 B.C. Shall maintain a list of Financial Guidelines which reflect the current financial practices of the B.C.
1. The Financial Guidelines must be reviewed by the B.C. each Winter term. Proposed revisions to the Financial Guidelines must be approved by majority votes of the B.C., then Senate.
2. 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 majority votes of the B.C., then Senate.

Section 7: Spring Allocations
Spring Allocations shall be defined as the process during Spring term by which all CSA Chartered Organizations with Funding which have fixed costs and ongoing expenditures submit a budget request for the upcoming fiscal year. CSA Chartered Organizations with Funding may also request an operating budget of up to $200.
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.
1. Organizations whose Spring Allocations funding requests would qualify them as Large Organizations shall submit a Spring Allocations request consisting of a two-year Strategic and Budgetary Plan. The Budget Committee Co-Chairs
shall provide guidance as to how to submit a plan that includes, at minimum:
   a. The Organization’s itemized request for fixed costs and ongoing expenditures.
   b. Information pertaining to the Organization’s goals and plans for improvement.
   c. Information pertaining to the Organization’s cost efficiency.
2. Organizations requesting fixed costs and ongoing expenditures that would not qualify them as Large Organizations shall submit a Spring Allocations Request Form produced by the Budget Committee Co-Chairs. This form shall include, at a minimum:
   a. The Organization’s requested expenditures.
   b. An explanation of the role those expenditures play in the Organization.
3. Organizations with Funding shall be given an operating budget upon their request not to exceed $200. 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. Officers shall be personally responsible for any spending not in accordance with CSA guidelines.
C. 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.
D. 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.
E. Hearings shall be held by fifth week and take place over no more than two days.
F. 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.
G. 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.
H. 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.

**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: Funding Designation**
Organizations may be chartered with or without funding. Only those groups Chartered with Funding may receive funds on a continuing basis.

**Section 3: 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 the minimum membership requirement, unless the Committee deems the requirement unnecessary for the group to fulfill its purpose. Organizations Chartered without Funding must have a minimum of five members at all times. Organizations Chartered with Funding must have a minimum of ten members at all times.
E. Chartered organizations not meeting the minimum membership
requirement without the permission of the Charting Committee. 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 Charting. Groups associated with nationality or culture are exempt from this requirement.

I. Chartered Organizations must inform the Charting 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 Charting Governance Committee and the Senate.

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

1. Funding Designation
2. Purpose
3. Description and duties of officers
4. Procedure for officer election and removal
5. Provision for submitting annual reports
Section 5: Chartering Process
Groups desiring Chartered Organization status must submit a Charter to Chartering 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 – College Committees
Section 1: Appointment Procedure
The Senate shall be responsible for making annual appointments to College Committees in accordance with Article I, Section 5 of these Bylaws. Unless otherwise specified in these Bylaws, appointments shall be made Fall Term. Committee appointments shall be completed by no later than the third week of classes in their respective academic term.

Section 2: Committee Accountability
A. It is the responsibility of the Officers to ensure that these Committees are filled, to maintain communication with appointed students and faculty chairs, and to fill additional Committees and vacancies as necessary.
B. The Vice President shall consult with College Committee students at large from Committees without Senators once per term and Committee members appointed by Senate shall present a report to Senate at least one per academic year, and at the request of the Senate.

Section 3
A. The following Committees include members from Senate and students at-large:
Committee on Student Life (CSL): The Committee shall advise the Dean of Students on issues specifically concerning student life and shall help implement policies passed by the College Council and the Board of Trustees. The Senate shall appoint four students at-large, one of whom must be a first year student, and two Senators. The elected Senate/CSL Liaison shall serve on and co-chair the Committee.
Dining Board: The Committee shall advise the Director of Dining Services on issues relating to dining policy and services. The Senate shall appoint two students at-large and two Senators.
Education and Curriculum Committee (ECC): The Committee shall function as a hearing and policy formulation committee reporting to the faculty. The Senate shall appoint four students at-large. The Senate/ECC Liaison shall also serve on the Committee. Appointment shall be made Spring Term.

Environmental Advisory Committee (EAC): The Committee shall assist the fifth year ENTS intern and other College faculty and staff on issues of concern to College environmental policy. The Senate shall appoint three students at-large. The Senate/EAC Liaison shall also serve on the Committee.

Admissions and Financial Aid Committee: The Senate shall appoint three students at large to this committee. The Senate/AFAD Liaison shall also serve on the Committee.

Section 4
The following Committees include students at-large:

Academic Standing Committee (ASC): The Committee shall assist in evaluating the integrity of student academic programs and shall evaluate the academic standing of students at the College when necessary. The Senate shall appoint three students at-large.

Admissions and Financial Aid Committee: The Committee shall advise the Dean of Admissions on admissions and financial aid issues. The Senate shall appoint four students at-large.

Committee on Convocation and Common Conversation: The Committee shall assist in identifying potential convocation speakers. The Senate shall appoint two students at-large.

Dining Board: The Committee shall advise the Director of Dining Services on issues relating to dining policy and services. The Senate shall appoint four students at-large.

Distinguished Women Visitor’s Committee: The Committee shall assist in bringing distinguished female figures to campus. The Senate shall appoint one student at-large.

Judicial Hearing Board: The Committee shall adjudicate on student
violations of College policy. The Senate shall appoint two students at-large and two alternate students at-large.

Learning and Teaching Advisory Committee: The Committee shall work with the Perlman Center for Teaching and Learning to plan a variety of faculty and staff events and discuss programming around issues of learning and teaching. The Senate shall appoint two students at-large.

Library Committee: The Committee shall advise the Librarian on issues of library policy. The Senate shall appoint two students at-large.

Recreation Center Committee: The Committee shall assist the Director of the Recreation Center on issues of Recreations Center policy. The Senate shall appoint two students at-large, one male and one female.

**Article VI - 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 **appointed-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. **Committee Chairs may delegate this responsibility to the Governance Committee.**
B. Committee members missing two or more meetings, unexcused by the committee chair, shall be removed.
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 F.
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 in cases of a tie, and the voting Treasurer. In addition, the Senate shall appoint two Senators, and ten students at-large. The Student Auditor may also serve on the Committee. 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 Sub Committee 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 CSA Student Auditor or 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: Chartering Committee**

A. The Committee shall be charged with reviewing proposed and Charters and amendments, reviewing Chartered Organizations, and recommending groups for Chartered Organization status to the Senate.

B. The Committee shall meet during all weeks in which Charters have been submitted for review.

C. The Committee shall be composed of the non-voting Vice-President Chair, two Senators, and four students-at-large, one of whom is a non-voting alternate.

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.

Section 8: Committee for College Accountability

A. The Committee shall be charged with:
   a. monitoring all activity on campus which directly and indirectly affect the interest of the student body;
   b. conducting official CSA investigations as a response to student complaints;
   c. asserting the student body’s interest among other college decision-making bodies in accordance with Article III, Section 2 of the Constitution and the instruction of Senate;
   d. pursuing the completion of measures identified in CSA Senate resolutions addressing problems related to College governance and student life, or as referred by Senate in the text of the resolution.

B. At the request of one third of the Senate, matters will be referred to the Committee for further inquiry. Matters not referred by the Senate may be taken up by the Committee with the approval of a majority of the Committee and notification of the CSA President.

C. The Committee will be composed of three senators plus one Senate officer, who cannot chair the Committee.

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.

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. 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. This recommendation must be passed by a two-thirds vote of the Senate.

F. The Committee shall consider Article VII Section 3 yearly, beginning at least in the second week of Winter Term, or at the request of the CSA President. Should the current arrangement of districts be found prejudicial to fairness, the Committee shall determine what adjustments are necessary for the purpose of fairness and pass its recommendations to Governance Committee. Governance Committee shall immediately incorporate the Election Committee’s recommendations into a Bylaw revision and present the revision to Senate, no later than a week after Election Committee’s recommendation has been received.

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.

FD. The Committee shall be composed of four-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 five-four voting members.

Section 12: Public Relations Committee
A. The Committee shall be charged with the facilitation and improvement of communication between the CSA and the Senate.
B. The Committee shall be composed of four Senators.

Section 13: Task Force Committee
A. The Committee shall be charged with the execution of short-term tasks as commissioned by Senate and/or Officers.
B. The Committee shall be composed of four Senators.

Section 12: Crepe Maker Committee
A. The Committee shall be charged with:
   a. publicizing opportunities to utilize the crepe maker;
   b. scheduling chartered student organizations to operate the crepe maker by evaluating petitions on their merit;
   c. training student groups on its operation; and,
   d. 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.

ARTICLE VII - CSA Elections
Section 1: Election Procedures
A. One election shall be held each Winter and Spring-Fall Term. Officers and seven to nine Senator-Liaisons shall be elected Winter Term. The Liaisons, College Councilors, and remaining Senators representing districts shall be elected Spring-Fall Term.
B. Position announcements shall be made during the third 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 sixth week of the respective term and submitted to the Election Committee. Candidate debates shall occur before the election. The election shall be concluded by the seventh week of the respective term.
C. Election announcements shall be made at least three weeks prior to the election and
shall include the election date(s), accepted methods of voting, voting places and 
times, and available positions.
D. 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. Petitions for the positions of Officers, Senators, two College 
Council Liaisons, two Committee on Student Life Liaisons, Education and Curriculum 
Committee Liaison, Admissions and Financial Aid Committee Liaison, 
Diversity Initiative Group Liaison, and Intercampus Liaison shall be 
made by petitions presented to 
the Election Committee. Petitions and platforms must be signed by the 
candidate and 
must be received by the Election Committee on or before the due date 
determined 
by the Election Committee:
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 Liaisons, 
CSA 
Senate/Education and Curriculum Committee Liaison, Admissions and Financial Aid Committee Liaison, Diversity Initiative Group Liaison, and 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. Senator-representative candidates may reside outside of the district 
in which they are running.
D. A student may run for only one position per governing body.
E. At least one endorsement from a CSA Chartered Organization is 
encouraged for each 
position candidate.

Section 3: Senators and Districts
A. Senators not elected to Liaison seats shall be elected to sit for a
particular district on CSA Senate.

B. There shall be eleven districts comprising all College owned housing.

C. The districts shall be:
   a. District 1: Burton Dorm
   b. District 2: Severance Dorm and Davis Dorm
   c. District 3: Musser Dorm
   e. District 5: Goodhue Dorm
   f. District 6: Myers Dorm
   g. District 7: Nourse Dorm and Benton, Seccombe, Chaney, Farm, and Parr Houses, and Faculty Club
   h. District 8: Watson Hall
   i. District 9: Evans Dorm
   j. District 10: Hall, Reynolds, Dacie Moses, Berg, Clader, Jewett, Stimson, Huntington, Rice, 216, Page, Hill, Douglas, Williams, and Parish Houses, and Hunt College
   k. District 11: Northfield Option.

D. Each district shall be represented by one Senator.

Section 34: Voting System

A. Preferential voting shall be used to select officers, Committee on Student Life Co-Chair/Liaison, Intercampus Liaison, Admissions and Financial Aid Committee Liaison, Diversity Initiative Group 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. Senators shall be elected in the Fall Term in the following manner:
   a. One Senator shall be elected from each district, as determined by Elections Committee

Preferential voting shall be used 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.

CB. 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.

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

E. 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.

F. 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 another candidate's property.
C. No candidate may spend more than $25.00 for their campaign.
D. No CSA Chartered Organization may spend any money on a candidate.
E. Voting rules and instructions shall be on the ballot.
F. Write-in votes must clearly distinguish the person intended to
receive the vote from any other possibilities. All ambiguous votes shall be declared void.

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 academic term in office.