

Gustavus Adolphus College
Student Senate Bylaws
As of February 12, 2024

Article I – Duties

1. The Cabinet shall:
 - a. Approve the agenda for full Senate meetings.
 - b. Amend the Senate calendar as needed throughout the year.
 - c. Not perform any other legislative functions unless specified otherwise.
 - d. Actively monitor the conduct of the Senate and report any possible infractions of duty concerning this Constitution or its by-laws to the Ombudsperson.
2. The Co-Presidents shall:
 - a. Act as the chief executive and chief representative of the Gustavus Adolphus College student body.
 - b. Uphold the Student Senate Constitution.
 - c. Appoint the Cabinet, subject to confirmation by the Senate.
 - d. Serve as Chairperson of the Cabinet.
 - e. Appoint, subject to Senate confirmation, student representatives to faculty and administration committees as requested.
 - f. Nominate student appointees to the College Judicial Board, subject to confirmation by a majority vote of the Senate.
 - g. Meet regularly with the College's administration to convey student opinion and to seek information for the students.
 - h. Meet regularly with student appointees to faculty, administrative, and Board of Trustees committees.
 - i. Propose the agenda for all full Senate meetings
 - j. Serve as presiding officer of the Senate (one Co-President).
 - k. Serve as the tie-breaking vote (non-presiding Co-President).
 - l. Serve as the Gustavus representatives on the MAPCS Board of Directors along with the Senate Speaker, and the MPSC Council of Presidents.
 - m. Review the state of Senate finances monthly with the Finance Chair and the Controller.
 - n. Sign all Senate financial documents in which both the Finance Chair and Controller have a conflict of interest as determined by either the Finance Chair, Controller, a Co-President, or a majority of the Finance Committee.
3. The Co-Presidents Elect shall:
 - a. Set a calendar for the following year, including all Senate and executive events and duties.
 - b. Present the calendar to the full Senate for approval in April.
 - c. Set the executive fund budget for the following year in accordance with the annual budgeting process.
 - d. Attend all full Senate and Cabinet meetings, unless studying abroad in which case a plan of attendance must be approved by the Ethics Committee by two weeks after the election has taken place.
4. The Administrative Director shall:
 - a. Preside at full Senate meetings in the absence of both Co-Presidents.

- b. Communicate the time and location of Senate meetings to all members.
 - c. Ensure the meeting room is properly set up prior to every full Senate meeting.
 - d. Keep full minutes of all Senate meetings, including the results of all roll call votes.
 - e. Keep and store complete records of all Senate business and submit a record of full Senate and Cabinet meetings and to the College Archives, Dean of Students, and the Office of the President.
 - f. Take attendance at each full Senate meeting, compile committee participation reports, and inform the Ombudsperson of the Senators who are in violation of the attendance policy.
 - g. Ensure the existence of a professional atmosphere at all full Senate meetings.
 - h. Reserve meeting rooms and tables for Senate meetings and events based on their calendar.
5. The Parliamentarian shall:
- a. Be present at full Senate meetings to ensure the use of and make rulings regarding the proper use of parliamentary procedure using Robert's Rules of Order Newly Revised.
 - b. Develop materials to educate Senators on Robert's Rules.
 - c. Maintain the speaker's list at full Senate meetings.
 - d. Keep the official, up-to-date copy of the Constitution and by-laws.
 - e. Conduct a yearly review and update of the Constitution and by-laws before the first meeting in April.
6. The Ombudsperson shall:
- a. Chair the Elections Committee.
 - b. Chair the Ethics Committee.
 - c. Investigate complaints brought against Senators by members of the student body.
 - d. Keep a detailed record of all findings and judgments of all Ethics and Elections hearings styled.
 - e. Bring to the whole Senate any impeachments on the grounds that the Senate member in question has violated the bylaws or Constitution.
7. The Technology Chair shall:
- a. Maintain the Senate website.
 - b. Ensure technology in the meeting room is ready and working.
 - c. Record audio of all full Senate meetings and make those recordings available on the internet.
 - d. Be sure that the Senate computer hardware and software are being maintained.
 - e. Keep tabs on and disseminate relevant technology information to students such as the loaner laptop program and newspaper subscriptions.
8. The Finance Chair shall:
- a. Organize and process all mid-year allocation requests.
 - b. Inform organizations of the Finance Committee's recommendation and reasoning for all allocation requests.
 - c. Present Finance Committee recommendations to the floor at full Senate meetings.
 - d. Provide current budgets for all student organizations to the Controller.
 - e. Ensure all requests for payment are promptly processed by the Controller.
 - f. Coordinate the yearly budgeting process as outlined in Article V of the by-laws.
 - g. Be authorized to independently make the following changes to budgets or mid-year allocations:
 - i. Change of date for an event,
 - ii. Change of performer or speaker,
 - iii. Transfer of funds between line items for a single event of less than or equal to \$200,

- iv. Transfer of funds between events sponsored by the same organization less than or equal to \$200.
 - h. Report any changes made to the Controller, Finance Committee, and full Senate.
 - i. Divide every student organization which submitted a budget in the previous year among the members of the Finance Committee. Each member will then serve to advise their assigned organizations through the finance process.
9. The Controller shall:
- a. Process all requests for payment (RFPs) and submit them to the finance office on a weekly basis.
 - b. Update line items on budgets to reflect processed RFPs.
 - c. Review with the Finance Committee the expenditures of all organizations funded by Senate and report any inconsistencies between RFPs and budgets.
 - d. Keep the contingency fund balance up to date at all times, including during full Senate meetings.
 - e. Assist the Finance Chair with the yearly budgeting process.
 - f. At the end of each semester request from the Finance Office a scan or print-out of Student Senate's 9-line activity. After receiving this document, the Controller shall cross-reference this document with all processed RFPs and enter departmental transfers from each semester to ensure the integrity of Student Senate's finances. Any non-recognized, unauthorized, or fraudulent charges shall be investigated and properly rectified to ensure Student Senate's financial integrity.
 - g. Complete and submit all other forms relating to Senate finances.
 - h. Execute any requests of the Finance Committee.
 - i. Keep a permanent file with recorded history of each organization that receives money from Senate. The most recent two years of the file may be presented to the Finance Committee and full Senate before any allocations may be considered.
 - j. Keep an inventory of all items purchased with Student Senate funds that are intended to be in use for more than one year.
10. The Public Relations Chair shall:
- a. Develop and maintain relations with all campus media sources.
 - b. Maintain the Senate informational displays with assistance from Senators.
 - c. Be responsible for maintaining Senate social media accounts and the creation/electronic distribution of the monthly newsletter, The Gavel Gazette.
 - d. Distribute all Senate publications and notices to college offices (Dean of Students, President, Finance, Student Activities, Residential Life, Diversity Center, Dining Services, College Media and Communications office) and other offices as necessary on an individual basis.
 - e. Assist in the preparation of Senate statements.
 - f. Approve and coordinate all Senate advertisements and publications.
 - g. Write and distribute notices concerning proposed constitutional amendments to all campus and student media outlets, and appropriate college offices.
 - h. Perform other tasks as needed pertaining to communication between Student Senate and members of the campus community.
 - i. Facilitate the "Senator of the Month" program.
11. The Health and Housing Chair shall:
- a. Work towards ensuring the wellbeing of student's physical or mental health and residential life. If the students' or student's health is indirectly or directly threatened by conditions on campus, the

Health & Housing Chair is responsible to advocate on the students' behalf to improve said conditions for the campus community.

- b. Ensure the committee is in contact with relevant campus organizations, including but not limited to the Kitchen Cabinet, Residential Life, Campus Safety, and the Campus Risk Manager.

12. The Inclusive Excellence Chair Shall:

- a. Share Student Senate meeting minutes with the Diversity Leadership Council.
- b. Act as a liaison in hosting an event each semester co-sponsored by Student Senate and the Diversity Leadership Council.
- c. Promote transparency and collaboration between organizations that represent diverse ideas and identities.
- d. Conduct periodic surveys to understand the environment of diversity and equity on campus.
- e. Attend campus events that promote, sustain, and encourage diversity and report back to the Senate body.
- f. Encourage inclusive discourse between the Senate body and the Gustavus community, particularly with regards to open-mindedness and acceptance of all facets of campus

13. The Student Academic Affairs Chair Shall:

- a. Serve as a liaison between the student body, Student Senate, and departments which provide academic and student life services (excluding health and housing related offices). This includes but is not limited to Registrar, Academic Support Center, Career Development, and Campus Safety.
- b. Act as a liaison between the Gustavus administration and the student body during the implementation of new academic programs and services

14. The Environmental Sustainability Chair Shall:

- a. Nominate one Student-at-Large to serve on their committee.
- b. Meet with the environmentally-focused organizations leaders' on a semi-annual basis to coordinate the Senate's efforts with the work of the student body.
- c. Meet with the Johnson Center and the Environment Sustainability Interns regularly to coordinate environmental efforts with faculty.
- d. Work with their committee and the appropriate campus actors to improve Gustavus' environmental sustainability and environmental justice efforts.

15. All Chairs shall:

- a. Solicit student opinion on issues within their jurisdictions.
- b. Develop and maintain relationships with the college offices to which their positions pertain.
- c. Direct committees within their jurisdictions.
- d. Be knowledgeable of college policy within their jurisdictions.
- e. Determine if senators completed requirements for service on committees within their jurisdictions.
- f. Appoint a student as the chair of any Ad-hoc Committees under their domains.

16. All Cabinet members shall:

- a. Maintain a digital folder as a living history of the position including relevant timelines, contacts, procedures and any other information of use to future holders of the position

17. The Senate Speaker shall:

- a. Attend all Cabinet meetings representing the body of the Senate.

- b. Actively communicate with all Senators and help facilitate communication with their constituencies.
 - c. Conduct mid-year orientation for new Senate members to ensure they understand their roles and responsibilities in the Senate.
 - d. Serve as a Gustavus representative to MAPCS.
 - e. Receive one committee credit for this position.
18. Hall Representatives shall:
- a. Develop relationships with residential life staff within their buildings.
 - b. Be available to and email their constituents via email as directed by the Senate Speaker. These emails will alternate with the Class Representatives and the International Senate. Topics include, but are not limited to: past and current Student Senate initiatives, information about college policies, and upcoming events hosted by Student Senate.
 - c. Help create a professional atmosphere at all Senate meetings.
 - d. Obtain two committee credits every semester (Finance Committee and Public Relations Committee count for two credits, all other committees are one credit including College committee memberships appointed by the Co-Presidents).
 - e. When needed and/or asked, table at various Student Senate events.
19. Class Representatives and the International Senator shall:
- a. Be available to and email their constituents via email as directed by the Senate Speaker. These emails will alternate with the Class Representatives and the International Senate. Topics include, but are not limited to: past and current Student Senate initiatives, information about college policies, and upcoming events hosted by Student Senate.
 - b. Help create a professional atmosphere at all Senate meetings.
 - c. Obtain two committee credits every semester (Finance Committee and Public Relations Committee count for two credits, all other committees are one credit including College committee memberships appointed by the Co-Presidents).
 - d. When needed and/or asked, table at various Student Senate events.
20. The Arts Delegate shall:
- a. Solicit student opinion on issues within the Arts.
 - b. Help create a professional atmosphere at all Senate meetings.
 - c. Obtain two committee credits every semester (Finance Committee and Public Relations Committee count for two credits, all other committees are one credit including College committee memberships appointed by the Co-Presidents).
 - d. When needed and/or asked, table at various Student Senate events.
21. The Athletics Delegate shall:
- a. Solicit student opinion on issues within Athletics
 - b. Help create a professional atmosphere at all Senate meetings.
 - c. Obtain two committee credits every semester (Finance Committee and Public Relations Committee count for two credits, all other committees are one credit including College committee memberships appointed by the Co-Presidents).
 - d. When needed and/or asked, table at various Student Senate events.

Article II – Meetings and Attendance

1. Full Senate meetings shall be on Monday nights.

2. Community Comment shall be limited to five minutes per speaker excluding questions. The Senate may extend the time allotted by a majority vote.
3. Questions from the Senate in response to each Community Comment speaker shall be limited to 10 minutes total per community comment for questions and responses. Further, these questions will be limited to clarifying questions regarding the comment and may not enter into debate on the floor regarding future new business. These restrictions may be lifted by a majority vote.
4. All amendments and non-administrative communications with the Student Body must be emailed to the Senate body for review by the morning of the Senate meeting at which they will be discussed. Senators are then expected to provide substantive comments to the authors before the meeting.
5. All Cabinet members and Senators may miss no more than 3 full Senate meetings each semester unless a prior attendance policy has been approved by the Ethics Committee.
 - a. If a Senate member is late to a meeting or leaves a meeting early without prior notice, they will be subject to a half absence at the discretion of the Administrative Director.
6. All Cabinet members may miss no more than 3 Cabinet meetings each semester unless a prior attendance policy has been approved by the Ethics Committee.
7. Attendance of individual committee meetings will be recorded by each committee chair, and absences from these meetings may be counted on a Senate member's attendance record if the committee chair reports persistent attendance issues.
8. Other Senate events, including panels hosted by the Senate, will count for attendance if the event attendance is explicitly stated to be required for all Senate members. Absences for legitimate reasons will not count against any Senate member as long as they follow the communication expectations listed below.
9. If a Senate member knows they will be missing or late for a Senate or Cabinet meeting, they are expected to email both the Administrative Director and Ombudsperson to notify them of the absence and the reason for the absence.
10. If a Senate member is aware of an unavoidable ongoing conflict and wishes to remain in the Senate, they can reach out to the Ethics Committee to set up an attendance plan. Attendance plans are intended to be a proactive measure for ongoing and unavoidable absences. Attendance plans are not intended to address isolated or avoidable absences. Attendance plans will include both the reason for the absences and a way for the Senate member to catch up from related absences. An attendance plan does not excuse previous or future absences for other reasons.
11. Violations of the attendance policy will result in a hearing involving the Senate member, Ethics Committee, and Senate Advisor. This hearing will follow the process outlined in Article IV of the Senate Constitution, and may include an informal reprimand, a formal reprimand to be acknowledged by the full Senate body, or impeachment, depending on the specific circumstances of the violation.

Article III – Elections

1. The Election Committee shall:
 - a. Carry out the election in accordance with the timelines outlined below.
 - b. Actively solicit students to run for all seats.
 - c. Publicize the names of all candidates to the student body and appropriate constituencies.
 - d. Encourage students to run write-in campaigns for any seats no one runs for.
 - e. Arbitrate any complaints arising from the Campaigning Policy (By-laws Article IV).
2. Any member of the Elections Committee who wishes to run for office in a given election must first take leave from the Elections Committee.

3. Fall Election Timeline
 - a. Applications must be available the first day of classes.
 - b. Applications are due the Monday of the third week of classes.
 - c. The election will take place the Thursday of the third week of classes.
 - d. The first full Senate meeting will take place on the Monday of the fourth week of classes.
4. Spring Election Timeline
 - a. Co-president applications must be available the first day of spring semester.
 - b. Applications are due the second Monday of spring semester.
 - c. The election will take place on the fourth Monday of spring semester.
 - d. The chair of the Elections Committee shall publish the results of the Co-Presidential election after the Ethics Committee review (indicated in III.5.1) to the Student Body via email including the percentage of votes for each candidate pair, as well as the percentage of the Student Body who participated.
5. Midterm Election Timeline
 - a. The Ombudsperson must make applications available to the constituency of the vacancy in a timely manner following the meeting when the vacancy is announced.
 - b. Applications are due one week after they are made available to the student body.
 - c. The election will be conducted the week following the deadline for candidacy.
 - d. In a situation where an altered timeline is considered more appropriate, the Ombudsperson can establish an altered timeline, confirmed by a two-thirds vote of the Election Committee.
6. Election Day Procedure
 - a. Voting shall be open from 9:30 a.m. to 10:00 p.m
 - b. During the Fall and Spring Elections, Senate members will table in the Campus Center for a total of four hours around popular meal times, specified by the Elections Committee. The tabling hours do not need to be consecutive. This excludes midterm elections.
 - c. No protests are allowed once the counting has been completed and certified
 - d. Each vote shall be counted as long as the voter's intention can be clearly ascertained by a majority of the election committee.
 - e. A plurality of votes is required for a candidate to win the election.
 - f. In the event of a tie, a runoff election shall be held two school days following election day, using this same procedure.
 - g. In a run-off only the tied candidates' names shall appear on the ballot; no write-in votes shall be counted.
 - h. Once counted, the Chair of the Election Committee shall inform all candidates of the election's outcome.
 - i. Ethics Committee must meet at the closing of the voting to evaluate the ethics of the election, reviewing all complaints. If a complaint is substantial enough (involves broken bylaws or constitutional infractions), Ethics Committee reserves the right to delay election results. Ethics may only delay election results until after the next full Senate meeting. The Student Body must be notified if a delay on election results occurs.
 - j. Only members of Ethics Committee, Elections Committee, and the Technology Chair can view the vote count.
7. Ballot Outlines
 - a. The ballot must have a write-in option/box.

- b. The ballot must include the full names of every valid candidate, as submitted on their candidate application.
 - c. If either of the preceding requirements are missing on a ballot after its publication, then it is invalid.
 - d. In the event of an invalid ballot, the Senate may re-administer the election in question.
8. Co-Presidential Debate
- a. It is recommended that the Election Committee hosts a debate. If they do, they must follow the rules and procedures of this section.
 - b. There shall be at least one moderator, not exceeding two, of the debate. No moderator can be a member of the current Senate's Cabinet, not including the Ombudsperson. At least one moderator must be a Student at Large. The moderators shall be chosen by the Elections Committee and will invite all valid candidates.

Article IV – Campaign Guidelines

The Election Committee will hear any disputes arising from this policy. Disputes may only be submitted by candidates in the same race or administrators, faculty, or staff members of the College and must be submitted to the Election Committee in writing before the close of voting. No candidate involved in a disputed race will be seated until the Election Committee reaches a decision.

1. Applications
 - a. Any candidate seeking an office and campaigning in any manner must complete an election application and submit it to the Election Committee before engaging in any campaigning activities.
 - b. If the application is submitted after the deadline, the candidate's name will not appear on the ballot, but the form is still required for active campaigning.
 - c. Candidates campaigning for membership within Student Senate may only petition for candidacy and campaign for one office per election.
2. Consumption Policy
 - a. No use of alcohol in support of a candidate. Penalty is removal from the election.
 - b. Any gathering where alcohol is involved should not give the impression that it is for, or in honor, of the candidate. This includes, but is not limited to, the presence of campaign literature, formal speeches concerning the election, or unreasonably low prices for alcohol. Penalty is removal from the election.
 - c. No use of items meant for ingestion may be used in support of a candidate.
3. Fair Access Policy
 - a. Candidates shall not monopolize the resources of any campus organization or College office during their campaign. Campus resources available for rent may be utilized as long as they are available to all candidates (i.e., candidates may not reserve all sandwich boards or all available tabling hours). The use of College resources such as class email aliases is not allowed.
 - b. Candidates will be allowed to fundraise in accordance with the regulations contained within the Gustie Guide.
 - c. Canvassing and posting in residence halls is controlled by Residential Life.
4. Poster Policy
 - a. Candidates are responsible for removing their posters after the elections.
 - b. Posters must be removed from the Campus Center and Johnson Student Union by 11 p.m. on the day prior to election day.

- c. All posters must conform to the Posting Policy of the Gustavus Guide.
 - d. Posting in residence halls is regulated by Residential Life and posting in the Campus Center is regulated by the Student Activities Office.
 - e. Libel (defamatory writing: an untrue or unsubstantiated written publication with malicious intent) is prohibited and will result in removal from election.
 - f. Abusive language is prohibited and will result in removal from election.
 - g. No student shall move or otherwise deface a candidate's poster(s) unless acting as an agent for the said candidate. Failure to respect campaign posters shall result in a referral to the campus judicial system.
 - h. Postings are not allowed in academic buildings.
 - i. Postings in dormitory floors are limited to ten flyers each. Gibbs, North, and Sorensen Hall are considered separate buildings. Voluntary placement of campaign materials on private dormitory rooms doors are not considered postings.
 - j. A maximum of five postings are allowed in the Campus Center and Johnson Student Union. A maximum of three of these five postings may be posters or banners, as defined by the Student Activities Office. Table tents are not allowed.
 - k. All postings, including those voluntarily placed on dormitory doors, must have an area no greater than 93.5 square inches (8.5x11 inches)
5. Social Media Policy
- a. A distinction will be made between private social media accounts and official school-sanctioned accounts (such as those for the sports teams or academic departments).
 - i. Official school managed accounts cannot make formal endorsements, or be used for any campaign purposes.
 - ii. Personal non-school sanctioned accounts are open to campaign use.
 - iii. Formal campaign-oriented social media accounts (if the individual so chooses to create one) are permissible.
 - b. Before a candidate uses social media to promote their campaign any candidate seeking office must complete an election application and be approved by the Election Committee.
 - c. Other individuals may campaign for someone who has not filled out an application (such as for a write-in campaign,) but that individual cannot campaign for themselves without an application.
 - d. Libel (defamatory writing: an untrue or unsubstantiated written publication with malicious intent) is prohibited and will result in removal from the election, including if used on social media.
6. Sanctions
- e. Any violations of the campaign ethics guidelines, as determined by the Election Committee, must be announced to the student body within twenty-four hours of the Committee's decision.
 - f. Sanctions may include community service but not the alteration of vote totals.
 - g. The Election Committee must present all violations and sanctions to the full Senate at the first meeting following the election.

Article V – Yearly Budgeting Process

The Finance Chair shall utilize the following process for yearly budgeting. The Controller and Finance Committee shall assist the Finance Chair as needed.

1. In the first week of spring semester, create a calendar for the spring budgeting process by following the timeline outlined in the by-law below. Prepare some guidelines and information for student organizations that can be distributed at the spring involvement fair.

2. Eight weeks prior to the last full Senate meeting of the academic year:
 - a. Along with the Controller, contact the Finance Office and Dean of Students Office to determine a projected Senate budget for the following year. Present this finding to the full Senate.
 - b. Prepare budgeting information and guidelines to be distributed to the student organizations.
3. Seven weeks prior to the last full Senate meeting of the academic year:
 - a. Send emails out to the student organizations to open the spring budgeting request process.
 - b. Hold at least two question-and-answer sessions at various times after opening the budgeting process, which will be optional for student organization leaders to attend.
4. Four-Five weeks prior to the last full Senate meeting of the academic year:
 - a. Schedule meetings with individual groups submitting budgets if necessary. Meeting with block budgets is recommended in order to discuss necessary line items for next year's budget.
 - b. Make recommendation decisions for all budget items and prepare budgets for presentation to the Finance Committee.
5. Three weeks prior to the last full Senate meeting of the academic year:
 - a. Meet with the Finance Committee to review all budgets and make final recommendations.
 - b. Notify student organizations of when their budget request will be presented to the full Senate for voting, and invite them to attend so they can answer questions and support their request.
 - c. Publish all finance recommendations and rationales for these recommendations and make this document available to all students.
6. At the last three full Senate meetings of the academic year:
 - a. Present each budget to the full Senate.
 - b. Explain the Finance Committee recommendations as necessary.
 - c. Ensure the Controller keeps the contingency fund balance up to date based on the next year's projected income.

Article VI – Finance Guidelines

The Gustavus Student Senate encourages organizations to seek alternative sources of funding, such as fundraisers and dues, to show a level of commitment on the part of the organization's members. Other factors considered when reviewing requests include collaboration between groups in planning and holding events, quality of planning for the event, and precedent set by similar events. All guidelines shall be reviewed annually by the Finance Committee each spring.

1. To receive Student Senate funds, a student organization must:
 - a. Be officially recognized by the Campus Activities Office.
 - b. Have an advisor approve all budget proposals, requests for payment, interdepartmental transfers, and mid-year allocation requests.
 - c. Submit budgets and mid-year allocation requests in the official forms found on the Senate's website, addressing each individual expense in line-item fashion, and including:
 - i. A short statement (approximately 100 words) outlining the value that the organization provides to the Gustavus community.
 - ii. Specific goals that the organization hopes to achieve during the academic year with Senate Funds.
 - iii. An inventory of all items previously purchased with Student Senate funds that are intended to be in use for more than one year by that group.
2. Allocating Guidelines

- a. Funding for events over \$1000 must be approved by the full Senate 15 business days prior to the event.
 - b. Any allocations over \$5000 must be approved by a majority of the Student Senate body via a roll call vote.
 - c. Funding may be provided for the rights to movies that are shown on, advertised, and open to the whole campus.
 - d. Student Senate may allocate money for convention registration fees, ticketed events, travel, and lodging expenses up to \$1,250 for a given budget year.
 - i. Travel expenses will be reimbursed after the completion of the event(s) based upon proof of travel costs incurred, such as fuel costs, air fare, bus fare, vehicle rental, etc.
 - e. Travel expenses will be allocated at the standard IRS business mileage rate.
 - f. The Finance Chair and Controller will determine the maximum printing amount a group can be allocated for the upcoming academic year at the outset of the Yearly Budgeting Process.
 - g. Funding for events that occur outside of the Gustavus Adolphus College Academic Year may be provided if the funds for the event are requested in either of the following time periods:
 - i. The Spring Budgeting Process one year prior to the event occurring, or
 - ii. The Mid-Year request time period during the academic year prior to the event.
 - h. No funding will be provided for:
 - i. Any meal or banquet that is closed to the general public.
 - ii. Food offered at general meetings of organizations.
 - iii. Personal items such as apparel, personal equipment, or anything purchased for members of the group to keep, except in cases in which the items funded are inherently central to the mission of the student organization, and/or there is a transformative nature to how the student organization plans to use the items. Designation of items as fundable take-away items is at the discretion of the Finance Committee.
 - iv. Dues set upon organizations.
 - v. Direct monetary, charitable contributions.
 - vi. Purchasing items in order to re-sell them to profit a student, charitable, or any other organization.
 - vii. Non-designated charges.
 - viii. Past expenses.
 - i. The Senate Controller and Finance Chair will review every organization's budget at the end of each semester and rescind all money allocated for scheduled events for which Requests for Payment were not made. This applies to any allocation designated for a specific semester.
 - j. These guidelines are subject to the interpretation of the Finance Committee and the Student Senate.
3. Primarily Competitive Organizations
- a. Primarily Competitive Organizations have a primary purpose of traveling and competing against other colleges or organizations and have a large portion of funds allocated for travel and registrations.
 - b. Travel expenses, registration, dues, fees, and other tournament-based charges shall not exceed \$4,500 for a given budget year.
 - i. Travel expenses include transportation and lodging.

- ii. An additional \$1,000 may be allocated to pay for support staff of any kind, including a coach, athletic trainer, or professional assistance from a certified person.
 - iii. An additional \$1,000 may be allocated for primarily competitive organizations that qualify for a national competition to cover registration fees, travel, and lodging expenses for a given budget year.
 - c. Equipment and uniforms may be funded as long as they remain within the organization.
4. Block Allocations
- a. A “block budget” shall be defined as a group which has the ability to redistribute Senate funds subject to the following constraints:
 - i. Groups to be considered block budgets shall be approved as such by Student Senate with the recommendation of the Finance Committee before the Spring Budgeting Process begins.
 - ii. The block budget shall have direct supervision by an official office of Gustavus Adolphus College
 - iii. The block budget will not necessarily consist of a single student organization or grouping of student organizations, but the block budget may be comprised as an executive board representing a single student organization or grouping of student organizations
 - b. The block budget may receive a lump sum of money (referred to further as “block money”) from the Finance Committee, subject to Student Senate’s approval, during the Spring Budgeting Process.
 - c. The Finance Chair and the Controller shall meet with the Dean of Students or Designee as described in Article 5 Subsection 1. From this meeting, the Finance Chair and the Controller shall determine a percentage of the projected budget to be reserved as “block money” to be split between all of the block budgets.
 - d. No block budget shall receive more than 40% of the total amount of reserved block money.
 - e. Any unspent block money shall be rescinded at the conclusion of Spring Semester for each academic year.
 - f. The block budgets must present a detailed summary for the past year of how the block money was redistributed, proof of redistribution, to which group(s) block money was redistributed, and the reasons for each group receiving redistribution when the block budget presents their budget during the Spring Budgeting Process.
 - g. The block budgets may only redistribute block money based on their allocating guidelines. The Block organization must bring a copy of their allocating guidelines that must be kept in the Senate’s records at all times.
 - h. The Finance Committee may make specific recommendations to Student Senate on how to fund the block budget’s block money for the following academic year.
 - i. Block money may be used to fund a student organization’s event that the Finance Committee or Student Senate may not have funded.
 - j. Block Budgets may submit a mid-year request for more block money if their block money has been exhausted before the end of the current academic year.
 - k. Student organizations that are represented by a block budget may not submit mid-year requests to the Finance Committee. They may, however, seek out a mid-year request from the block budget that represents the student organization.
 - l. A block budget’s proposed budget may include “block-wide events”.

- i. “Block-wide events” shall be defined as conferences, speakers, or other large events which some or all of the student organizations a block budget represents wish to attend.
 - ii. The attendance of these block-wide events must have a reasonably foreseeable benefit to the student organizations
 - iii. If a block budget receives funding for a block-wide event, they may accept applications from the student organizations the block budget represents to use their funds to attend said block-wide event
 - iv. Block-wide events will be funded as to send a certain number of students to said event
 - v. This number of students will be suggested to the Finance Committee by the block budget, and will be deliberated by the Finance Committee. The Finance Committee will make a recommendation to Student Senate who will decide the final number.
 - m. Block budgets may request a specific amount of funds, but Student Senate will decide the final amount.
 - n. Use of Block Budget money to fund stipends for students is prohibited, except when the budget for the stipends passes a referendum of the Gustavus Student Body, which must follow the procedure for amending the Student Senate Constitution as specified in Article VIII of the Constitution.
 - i. The only organization allowed to provide a stipend to their officers with fundings from the Student Senate is the Diversity Leadership Council. Each Co-chair may receive \$500 per semester; the treasurer may receive \$250 per semester.
 - ii. For stipends, no officeholder may receive more than \$500 per semester in stipends. No block budget may distribute more than \$2,000 in stipends.
5. Penalties
- a. Any organization that fails to meet any of the requirements in these bylaws may be subject to penalties at the recommendation of the Finance Committee with the approval of the Student Senate.
 - b. If an organization misleads, purposely presents falsehoods, or mismanages funds, they will immediately be put on probation. The Finance Committee will recommend a length of probation and the full Senate will decide the financial future of the organization.
 - i. Probation is defined as a period of time in which an organization must be approved by the Finance Committee before spending any of their allocation or receiving any future allocations from Student Senate.
 - c. If an organization overspends their Senate allocation twice in one year, the Controller will inform the Finance Committee, the Co-Presidents, and leadership from that organization. At the following Finance meeting, the Finance Committee will discuss the incidents and make recommendations to the full Senate. The Committee will review the organization’s permanent file and allow the organization to speak on its own behalf. Penalties may include:
 - i. A freeze in the organization’s Senate allocation.
 - ii. Reprimand as per Senate’s discretion.
6. Overrides
- a. The Finance Committee can override these guidelines with a unanimous vote and approval from the Finance Director.
 - b. The Senate can override these guidelines with a two-thirds vote.

Article VII – Committees

1. The Ombudsperson, Environmental Sustainability Chair, and Finance Chair will nominate the non-Cabinet members of their Committees subject to the confirmation of a 2/3 vote by the full Senate.
2. All committees shall be formed in a reasonable amount of time pursuant to the following mandates:
 - a. Applications for membership on any committee will be sent out after the conclusion of the first full Senate meeting to both Senators and the Student Body, pursuant to Article VII of the Student Senate Constitution.
 - i. Applications will be due within a week of the first full Senate meeting.
 - ii. The Co-Presidents shall then delegate Senators and students-at-large to committees, with emphasis on placing Senators and students-at-large in committees they are interested in.
3. In the instance that a Mid-Year Request is submitted to the Finance Chair by a Student Organization before the Finance Committee can be formed, the following actions must be performed by the Finance Chair and Controller:
 - a. The Finance Committee will be temporarily composed solely of the Finance Chair and Controller until a full committee can be formed. The members of this interim Finance Committee will have full voting power, will hear Mid-Year Requests, and make official recommendations on the aforementioned Mid-Year Requests, pursuant to Article VI of the Student Senate Bylaws and Article VII of the Student Senate Constitution.
 - b. Once a proper Finance Committee is formed, the voting power of the members of the Finance Committee shall be returned to its original state, as outlined in Article VII of the Student Senate Constitution.

Article VIII – Document Integrity

1. All current governing Student Senate documents should be kept as public information for all students and shall be available on the Student Senate webpage.
2. A USB drive containing the previous ruling documents may only be removed from Archives by the Ombudsperson with another Ethics Committee member acting as witness, or by the Senate Adviser alone.
3. The Ombudsperson or Parliamentarian will submit electronic copies of the ruling documents to the Technology Chair for uploading purposes within one week of their change.
4. The updated date must be included on all submissions to the Student Senate webpage.