

**CONSTITUTION**  
*and*  
**BY-LAWS**  
OF THE  
GRINNELL COLLEGE  
STUDENT GOVERNMENT ASSOCIATION  
Fall 2015

Office of the Administrative Coordinator  
Signed,

Misha Rindisbacher  
August 26, 2015

# CONSTITUTION OF THE GRINNELL COLLEGE STUDENT GOVERNMENT ASSOCIATION

## ARTICLE I. NAME

The name of this organization shall be the Student Government Association (SGA).

## ARTICLE II. OBJECT

The Student Government Association shall allocate student funds, represent students to the College administration and faculty, encourage student debate, solicit student opinion, and address any other needs of the students. This organization shall encourage the participation of all students of Grinnell College in accordance with the non-discrimination policy of the College. In the spirit of non-discrimination, the gender-neutral pronouns 'co' or 'cos' shall replace all gender-specific pronouns such as 'she' or 'hers' and 'he' or 'his' in this document.

## ARTICLE III. CAMPUS COUNCIL

### SECTION 1. MEMBERSHIP

The membership of Campus Council shall consist of Senators and Cabinet Officers.

#### A. SENATORS

Senate membership shall include eighteen Senators who represent all Grinnell College students living in the residence halls and off-campus residences according to their place of residence.

##### 1. CONSTITUENCIES

- a. Each of the following residence hall clusters will be represented by two Senators: (a) Main, Cleveland, and James (b) Younker and Smith (c) Langan, Rawson, Gates, and Clark.
- b. Each of the following residence hall clusters will be represented by three Senators: (a) Haines, Read, and Loose (b) Lazier, Hannibal Kershaw, Rose, and Rathje (c) Cowles, Norris and Dibble.
- c. All off-campus College-owned housing (OCCO) and off-campus non-College-owned housing (OCNCO) students, as well as students studying off-campus, will be represented by three Senators. At least one Senator must come from each OCCO and OCNCO.

##### 2. VOTING

Each Senator shall have one vote in Campus Council.

##### 3. DUTIES AND RESPONSIBILITIES

Individual Senators shall represent their respective constituencies to Campus Council. Their responsibilities shall include attending all Campus Council meetings, reporting all Campus Council business as well as their own views and votes to their constituents, ascertaining and reporting to Campus Council the opinions of their constituents, initiating legislation within Campus Council, serving on at least one committee, and any other duties outlined in the by-laws.

##### 4. TERM OF OFFICE

The term of office for a Senator is from the date of cos election until the last day of each academic semester.

##### 5. ELIGIBILITY

- a. Any full-time student of Grinnell College shall be eligible for election to the office of Senator, provided that co has completed at least one semester at Grinnell College as a full-time student at the time of assuming office, plans to attend Grinnell College for

the duration of the term of office and is not an SGA Cabinet Officer or a member of Grinnell College Student Staff.

- b. Any student serving as a Senator must plan to live in Grinnell, IA for the duration of cos term.
  - c. In the event that a particular constituency fails to elect a Senator as per the provisions in the By-Laws, the President, Vice President of Academic Affairs and Vice President of Student Affairs shall select a Senator from that constituency who meets the eligibility guidelines in Article III of the Constitution, Section 1.A.5.a & b. Such a selection shall be subject to the approval of two-thirds of Campus Council.
6. REMOVAL FROM OFFICE
- a. Senators are allowed a maximum of two absences from regular sessions of Campus Council, excluding excused medical and family-related absences. Only one of these two absences may be without a substitute. If co exceeds two absences, the Administrative Coordinator must begin impeachment proceedings.
  - b. The SGA Administrative Coordinator may petition the removal of a Senator who is not fulfilling cos duties by making a motion to impeach during a session of Campus Council.
  - c. Any student may petition the removal of a Senator who is not fulfilling cos duties by presenting a petition of 50 constituents from cos cluster to Campus Council. Such a petition must be presented by the petitioner or the SGA Administrative Coordinator, who then must make a motion to impeach during a session of Campus Council.
  - d. Two-thirds approval of Campus Council is required to remove a Senator from office via impeachment.
7. ELECTION OF SENATORS
- Policies and procedures for the election of Senators shall be specified in the By-Laws and by the Election Board.
8. VACANCIES
- a. In the event that a Senator position becomes vacant for any reason, including but not limited to impeachment, failure to elect, or resignation, such a vacancy must be filled.
  - b. If a vacancy occurs when there are six or more sessions of Campus Council scheduled for the remainder of the semester, and if the vacancy occurs in a cluster in which the number of candidates in the original election exceeded the number of available Senator positions, Election Board shall hold a special election not more than 7 days after the vacancy occurs.
  - c. If a vacancy occurs when there are six or more sessions of Campus Council scheduled for the remainder of the semester, and if the vacancy occurs in a cluster in which the number of candidates in the original election did not exceed the number of available Senator positions, the President, Vice President of Academic Affairs, and Vice President of Student Affairs shall select a Senator from that constituency who meets the eligibility guidelines in Article III of the Constitution, Section 1.A.5.a & b. Such a selection shall be subject to the approval of two-thirds of Campus Council.
  - d. If a vacancy occurs when there are fewer than six sessions of Campus Council scheduled for the remainder of the semester, the President, Vice President of Academic Affairs, and Vice President of Student Affairs shall select a Senator from that constituency who meets the eligibility guidelines in Article III of the Constitution, Section 1.A.5.a & b. Such a selection shall be subject to the approval of two-thirds of Campus Council.

**B. CABINET OFFICERS**

Cabinet membership shall include a President, a Vice President of Academic Affairs and a Vice President of Student Affairs who are selected in a campus-wide election. Together the

three elected officers shall appoint additional Cabinet Officers whose duties and responsibilities are described in the By-Laws of this Constitution. Cabinet Officers shall receive a salary set by Campus Council.

1. VOTING

The Cabinet shall have one vote in Campus Council which shall reflect the consensus of the Cabinet. Consensus of the Cabinet shall be reached by a majority of those members of Cabinet present.

2. DUTIES AND RESPONSIBILITIES

All Cabinet Officers shall perform the duties prescribed by this Constitution and its By-Laws and by the parliamentary authority adopted by SGA. Each of these Officers shall designate regular officer hours and make a weekly report to Campus Council. Officers shall make themselves available to meet with members of the student body, and respond in a prompt manner to meeting requests.

3. TERM OF OFFICE

The term of office for all Cabinet Officers is from the conferment of the last degree of commencement ceremonies in May and shall end upon the conferment of the second to last degree of commencement the following May.

4. ELIGIBILITY

Any full time student of Grinnell College shall be eligible for any SGA Cabinet office, provided that co is at least a first semester sophomore at the time of assuming office, is planning to be in attendance on the Grinnell College campus for the duration of the term of office, and will not concurrently be a Campus Council Senator or a member of Grinnell College Student Staff.

5. ELECTION OF ELECTED CABINET OFFICERS

Policies and procedures for the election of Elected Cabinet Officers shall be specified in the By-Laws and by the Election Board. APPOINTMENT OF APPOINTED OFFICERS  
All appointed Cabinet Officers shall be appointed by the President-elect and the Vice Presidents-elect and confirmed with the concurrence of at least two-thirds of the Campus Council elected in the spring semester.

7. VACANCIES

a. A permanent vacancy in the office of the President shall be filled by the Vice President of Student Affairs who shall assume the title of President. The new President shall continue cos vice presidential duties until such time the office of Vice President of Student Affairs is filled. If the offices of both President and Vice President of Student Affairs become vacant, the Vice President of Academic Affairs will ascend to the office of President.

b. A permanent vacancy in the office of either of the Vice Presidents shall be filled by special election if the vacancy occurs before the election of a new Vice President for the succeeding term. If the vacancy occurs after the election for the following term, the specific Vice President-elect shall be nominated by the serving President to take on the duties of the office. If the Vice President-elect does not wish or is unable to assume the office at that time, the President will appoint a new Vice President to serve only the remainder of the term. This appointment must be approved by two-thirds of Campus Council.

c. Vacancies in the appointed Cabinet offices shall be filled according to regular appointment procedures within one week of the vacancy. The newly appointed Cabinet Officer shall serve until the end of the term.

8. REMOVAL FROM OFFICE

a. The President or Vice Presidents may be removed from office by a petition of 200 students on the Grinnell College campus or by a petition of two-thirds of Campus Council. Either action must be followed within one week by a campus-wide

referendum. Of those voting, a two-thirds vote in favor of removal will be necessary to remove the officer from their position.

- b. Appointed Cabinet Officers may be removed from office on proposal of the President and Vice Presidents, with the approval of two-thirds of Campus Council.
- c. Should the President refuse to initiate proceedings for the removal of a Cabinet member, the proposal may come before Campus Council by a petition of 200 students or a petition of one-third of Campus Council. Such a motion would not require suspension of the Golden Rule. Two-thirds approval of the Campus Council is required to remove a Cabinet member.

## SECTION 2. MEETINGS

### A. TIME

- 1. The first Campus Council session of each semester will take place within one week of the election of Senators.
- 2. The time and day of the week for Campus Council meetings for the semester will be advertised by Cabinet prior to the Senator elections, and approved by two-thirds of Campus Council following the Senator training session.
- 3. The time and day of the Senator training session will be set and advertised by Cabinet prior to the Senator elections.
- 4. Cabinet will be responsible for conducting the Senator training session.
- 5. Campus Council must meet on a weekly basis throughout the academic year.
- 6. Campus Council must approve any change in the time, place, or day of the week of Campus Council by a two-thirds majority.
- 7. Emergency meetings of Campus Council may be called at the request of either the President or at least three other Campus Council members.

### B. QUORUM

A quorum, consisting of two-thirds of Campus Council, excluding Cabinet Officers, is needed in order to consider any legislative matter.

### C. GOLDEN RULE

- 1. Campus Council shall give priority to those items on its agenda. Additional items may be added at the discretion of the Presiding Officer. The agenda must be sent out to the Senators at least twenty-four hours before each meeting.
- 2. Any items of new business requiring approval by Campus Council may be voted on. The Golden Rule, which postpones voting on new business to the next regularly scheduled meeting of Campus Council, may be invoked by request of two individual senators. The request to invoke the Golden Rule takes effect immediately, is not debatable, and is not subject to Campus Council approval.

### D. MINUTES

The weekly minutes of Campus Council, having been duly approved by that body, shall be compiled by the Administrative Coordinator and added to the SGA archives.

### E. OPEN MEETINGS

- 1. Unless otherwise specified, all meetings of Campus Council are open to any student. Any student will be allowed to speak and present motions when recognized by the Presiding Officer. Only a member of Campus Council may second a motion.

2. Campus Council may at any time declare a meeting closed. Such an action shall require the approval of a two-thirds majority of Campus Council. Campus Council will discuss the terms of the closing and approve those terms as part of the motion to close.

F. SUBSTITUTES

In cases where Senators are unable to attend, their designated alternate may attend with full voting privileges upon presentation of the Senator's written authorization to the Administrative Coordinator. A substitute must be a member of the absent Senator's constituency and meet the same eligibility requirements as a regular Senator.

**ARTICLE IV. JUDICIAL REVIEW AND OVERSIGHT COMMITTEE**

SECTION 1. MEMBERSHIP

The membership of the Judicial Review and Oversight Committee shall consist of one faculty member, one student at large (chair), and the Presiding Officer (PO) of Campus Council.

SECTION 2. DUTIES AND RESPONSIBILITIES

The Judicial Review and Oversight Committee shall be responsible for, on request from a student, reviewing and rendering a decision on the constitutionality of by-law changes, actions by Senators or Cabinet members, and other student government initiatives and actions.

SECTION 3. GUIDELINES

A. SELECTING CASES FOR REVIEW

Upon receiving a request, the Committee shall decide on whether the merits of the case warrant a review. In the event that a review is denied, the Committee may, at their discretion, forward the case to appropriate SGA committees. A student, whose case is not heard, may appeal the Committee's decision to not take the case to Campus Council. A two-thirds majority vote shall be required to overturn the decision.

B. REVIEW PROCEDURE

Reviews of SGA actions shall occur in the following manner:

1. A student submits a request for an SGA action to be reviewed.
2. The members of the committee meet or communicate with each other regarding the validity of the case.
3. If the committee deems the case valid, they shall schedule a time for arguments to be heard on case in question. They shall inform the SGA President, the Administrative Coordinator, any other named actors, and the requesting student of the committee's meeting time for the case.
4. A hearing shall be held where the requester and either the Administrative Coordinator or another relevant actor have an equal amount of time to present arguments for or against the constitutionality of the action in question.

5. Following the hearings, the committee shall set a time within the next week to meet and review the case.
6. Subsequent to the hearing, a decision must be reached by a majority of the committee on how to rule.
7. The committee shall then be responsible for writing a decision and delivering the decision to the student body and the SGA.

C. OPEN HEARINGS

Unless otherwise specified, all hearings of the Judicial Review and Oversight Committee are open to any student. The committee may declare any hearing closed to all persons but the involved parties when a case is of a sensitive nature. All review meetings of the committee shall be closed to all non-members.

D. TERM OF OFFICE

The term of office for the student at large shall be one semester. The number of terms co may serve shall be limited to three terms. The term of office for the faculty member and PO shall not be set.

E. ELIGIBILITY

Any full time student of Grinnell College shall be eligible for the position as chair of the Judicial Review and Oversight Committee, provided that co is at least a first-semester sophomore at the time of assuming office, is planning to be in attendance on the Grinnell College campus for the duration of the term of office, and will not concurrently be a Campus Council Senator or an SGA Cabinet Officer.

F. APPOINTMENT OF MEMBERS

The student at large shall be appointed by the SGA Cabinet and approved by a two-thirds majority of Campus Council. The faculty member shall be appointed by the Vice President for Academic Affairs (VPAA).

SECTION IV. POWERS

The Judicial Review and Oversight Committee shall have the power to strike down unconstitutional actions by the SGA. A decision by the committee may be repealed by a constitutional amendment following standard amendment procedures.

**ARTICLE V. COMMITTEES**

SECTION 1. STANDING COMMITTEES

Standing committees are permanent SGA committees that carry out various tasks pertinent to the object of SGA.

A. CHAIRS

The Committee Chairpersons of all Campus Council standing committees shall be appointed by the President and the Vice Presidents with the concurrence of two-thirds of Campus Council. Committee Chairpersons shall be responsible for the maintenance of permanent records of committee action and for the submission of guidelines concerning the substance and procedures of committee operations so as to insure continuity from year to year.

**B. MEMBERSHIP**

Standing committee members shall be appointed by the respective Committee Chair. The President and Vice Presidents shall appoint at least one Senator as a member.

**C. CAMPUS COUNCIL REVIEW**

Campus Council has the right to reverse the decisions of any of the standing committees by majority vote unless otherwise specified.

**D. RESPONSIBILITIES**

1. Each standing committee shall include an appointed Chairperson, at least one Campus Council Senator, and students-at-large. At the beginning of each year, all standing committees shall compose their own guidelines. Any subsequent changes to these guidelines shall be reported to Campus Council. These guidelines must be in accordance with the SGA Constitution & By-Laws.
2. The committee shall also be responsible for keeping Campus Council continually apprised of their actions.

**SECTION 2. AD HOC COMMITTEES**

Campus Council may establish and dissolve ad hoc committees as the need arises. Ad hoc committees shall expire at the end of the academic year unless otherwise specified.

**SECTION 3. ADMINISTRATIVE COMMITTEES**

The student members of the independent committees that require or request SGA representation shall be elected from Campus Council by a simple majority, or appointed by the President and Vice Presidents with the concurrence of two-thirds of Campus Council.

**ARTICLE VI. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern the organization where they are applicable and where they do not conflict with the Constitution, By-Laws, or special rules of order SGA may adopt.

**ARTICLE VII. BY-LAWS**

**SECTION 1.**

Campus Council shall have the power to make all By-Laws deemed necessary and proper for carrying into execution the foregoing powers, provided they are not restricted by any civil law or the Trustees and President of Grinnell College.

**SECTION 2.**

By-Laws may be enacted, temporarily suspended, or permanently repealed by the passage of such proposals at meetings of Campus Council by two-thirds approval.

**ARTICLE VIII. RATIFICATION AND AMENDMENT**

**SECTION 1. RATIFICATION**

This Constitution takes effect immediately upon ratification by sixty percent of the students voting on the Constitutional proposal.

## SECTION 2. AMENDMENTS

- A. Amendments to this Constitution may be proposed for the ratification process by any of the following manners:
  1. By petition to Campus Council of ten percent of the student body.
  2. By petition of two-thirds of Campus Council Senators.
  3. By the President of the College.
- B. All proposed amendments must be reviewed by Reform Committee before being put to the student body for ratification. Reform Committee may offer counsel on a proposed amendment, but does not have the power to make changes to a proposed amendment without the consent of its author.
- C. All amendments must be ratified within the semester they are proposed by two-thirds of the students voting Twenty percent of the student body must vote in the ratification election for the election to be valid.
  1. SGA Cabinet shall be responsible for informing the President of the College about the passage of any constitutional amendments in a timely manner.
  2. The President of the College may review the amendment personally or may forward the amendment to a member of the President's senior staff for review.
  3. The President of the College or senior staff member who reviews the amendment shall have the power to veto the amendment. They shall have two weeks upon receipt of the amendment to issue a veto.
- D. Once the Constitution is ratified, a copy of the Constitution signed by Administrative Coordinator shall be kept on permanent file in the SGA President's office, on permanent reserve in Burling Library, and publicly accessible through electronic means.

## SECTION 3. THE ELASTIC CLAUSE

In the event that a situation arises pertaining to the procedure or definition of a part of SGA which is entirely new to and not fitting the intention of the Constitution or its By-Laws, this elastic clause may be put into effect.

- A. Only the President or Vice Presidents may draft a proposal to temporarily overrule or modify all or part of the Constitution or By-Laws for a specific situation.
- B. A proposal to temporarily suspend the Constitution or By-Laws must be approved by four-fifths of Campus Council.
- C. The temporary changes to the Constitution shall be in effect only for the remainder of the semester in which it was approved.
- D. The temporary changes to the By-Laws shall be in effect only until a formal By-Law proposal is passed by Campus Council or two Campus Council meetings occur.
- E. The elastic clause cannot be changed by enacting it upon itself.

**BY-LAWS TO THE CONSTITUTION OF THE  
GRINNELL COLLEGE STUDENT GOVERNMENT ASSOCIATION**

**ARTICLE I. RESPONSIBILITIES OF CABINET OFFICERS**

Each office holder named under this article is constitutionally required to fulfill the duties and responsibilities listed under cos respective title. These duties and responsibilities act solely as guidelines for each office-holder, and are to be included in cos contribution to the SGA office and organization. These guidelines should not restrict an officeholder to only those duties outlined. Supplementary actions are frequently necessary and encouraged, provided that they do not infringe upon the guidelines of another office.

**SECTION 1. ELECTED CABINET OFFICERS**

**A. PRESIDENT**

1. The President shall serve as the chief liaison between SGA and the student body.
2. Co shall also serve as the chief representative of SGA to the administration, faculty, student body, Board of Trustees, other colleges, and community organizations.
3. Co shall establish a semester SGA agenda at the beginning of each semester, providing updates no less than once per semester in the form of a “State of the College” address.
4. Co shall oversee execution of all directives from Campus Council and will report back to the body.
5. Co shall supervise the performance of all Cabinet members, preside over meetings of Cabinet, and initiate impeachment proceedings against those Cabinet members who are not performing their duties.
6. Co and the Vice Presidents shall appoint other Cabinet Officers with the approval of two-thirds of Campus Council.
7. Co shall be a member of the Alumni Council and an ex-officio member of the Committee on Student Life (CSL).
8. Co shall be a member of Election Board.
9. Co may sit as a non-voting member on any SGA standing or ad-hoc committee.
10. Co and the Vice-Presidents shall appoint the student members of all college committees upon request.
11. Co shall have jurisdiction over all substantive aspects of the student initiative system. Election Board shall administer all logistical aspects of the process.
  - a. Co shall review all proposals seeking passage through the student initiative system and shall offer recommendations for improvement.
  - b. Upon passage of an initiative, co shall oversee its execution.

12. Co shall meet regularly with the College President, the Vice-President for Student Affairs and Vice President for Institutional Planning.
13. Co shall organize a training session for Cabinet Officers prior to the start of the fall semester.
14. Co shall cast the collective Cabinet vote in Campus Council, and shall preside over meetings in the temporary absence of the Presiding Officer.
15. Co shall be a member of the Student Initiatives Fund Committee

#### B. VICE PRESIDENT OF ACADEMIC AFFAIRS (VPAA)

1. The Vice President of Academic Affairs shall serve as the chief SGA advocate to the administration, faculty, student body, the Board of Trustees, other colleges, and community organizations in all academic matters.
2. Co shall support the President in creation of semester agendas and execution of all Campus Council directives regarding academic affairs.
3. Co shall oversee all organizational aspects of the Student Educational Policy Committees (SEPCs).
4. Co shall be a member of the College Curriculum Committee (CCC).
5. Co shall be the Chair of the Student Council on Curriculum (SCC).
6. Co shall report directly to and communicate consistently with the President of SGA.
7. Co shall be responsible for pressing charges in the college Judicial Council on behalf of the student body.
8. Co shall preside over Campus Council in the temporary absence of the Presiding Officer and Cabinet Meetings in the temporary absence of the President.
9. Co, the Vice President of Student Affairs, and the President shall appoint other Cabinet Officers with the approval of two-thirds of Campus Council.
10. Co, the Vice President of Student Affairs, and the President shall appoint the student members of all college committees upon request.
11. Co shall meet regularly with the College President, the Vice President for Student Affairs, Vice President for Institutional Planning, and the Dean of the College.

#### C. VICE PRESIDENT OF STUDENT AFFAIRS (VPSA)

1. The Vice President of Student Affairs shall serve as the chief SGA advocate to the administration, faculty, student body, the Board of Trustees, other colleges, and community organizations in all matters of student life, student affairs, and college services.
2. Co shall support the President in creation of semester agendas and execution of all Campus Council directives regarding student life.

3. Co shall be a member of the Dining and Housing Committees.
4. Co shall be a voting member of the Committee for Student Life (CSL).
5. Co shall attend other committees as necessary for effective advocacy in the area of student life.
6. Co shall chair the Safety and Security Advisory Committee (SSAC).
7. Co shall report directly to and communicate consistently with the President of SGA.
8. Co, the Vice President of Academic Affairs, and the President shall appoint other Cabinet Officers with the approval of two-thirds of Campus Council.
9. Co, the Vice President of Academic Affairs, and the President shall appoint the student members of all college committees upon request.
10. In the event that the President is no longer capable of fulfilling co's duties, the VPSA will become the new President.
11. Co shall meet regularly with the College President, the Vice President for Student Affairs, and the Vice President for College Services.

## SECTION 2. APPOINTED CABINET OFFICERS

Only those students who meet the eligibility requirements listed in the Constitution will be eligible for appointed Cabinet positions. Students who will be off campus for a semester of their term must apply jointly with applicants who can fill in for the remainder of that term. Therefore, this allows full year and split positions.

### A. TREASURER

1. The Treasurer is obligated to seek advice on behalf of Campus Council and SGA Cabinet about sensitive financial matters.
  - a. The Treasurer shall report at least twice a semester to Campus Council about the state of SGA's finances and relevant matters arising from meetings with the Office of Accounting.
  - b. Campus Council may request a report from the Treasurer at any time on any relevant matter.
2. Co shall serve as fiduciary of SGA and shall report regularly on the financial status of SGA accounts.
3. The College Treasurer's office shall serve as SGA's accountant. The Office of Accounting will carry out all monetary transactions approved by the SGA Treasurer's office. Co shall serve as the liaison between the two offices.

- a. Co is required to meet with the Office of Accounting at least once every two weeks to ensure SGA spending is sustainable for the semester and to ensure that College and SGA policies are being followed.
  - b. If the Office of Accounting finds co to be violating College or SGA policies or finds SGA spending to be unsustainable for the semester, such information must be publicized to Campus Council and to the campus community.
4. Co shall have the authority to withhold funding from any committee, individual, or organization with unsatisfactory financial records or receipts, or proposals that violate campus policy and/or civil law. This authority may be exercised up until the financial records, receipts, or remedies to policy violations meet the Treasurer's satisfaction. If the funding is to be transacted before the next Campus Council, an emergency meeting of Campus Council shall be convened by the President. The Treasurer's decision to withhold funding may be appealed to Campus Council which, by two-thirds approval, may overturn Cos decision.
5. Co shall train the Assistant Treasurer in all the responsibilities of the office of Treasurer. During this training, co shall share information on all transactions with the Assistant Treasurer.
6. Co shall chair the Student Programming Committee (SPC).
7. Co shall sit on the Budget Steering Committee (BSC).
8. Co shall present the semester budget to Campus Council at the first Campus Council meeting of each semester.
9. Co shall advise the SGA President on all financial institutional planning issues.

#### B. ASSISTANT TREASURER

1. The Assistant Treasurer shall be trained by the Treasurer and aid in the completion of all the responsibilities for the office of Treasurer.
2. Co shall become the Treasurer in the event of a vacancy in the office of Treasurer.
3. Co shall be a member of the Student Programming Committee (SPC) and Budget Steering Committee (BSC).
4. Co shall become the Treasurer immediately following the conferral of the last degree at commencement ceremonies in May following cos year as Assistant Treasurer.
  - a. Upon becoming Treasurer, co is required to remain on campus for not more than two (2) weeks for the purpose of settling all SGA accounts.

#### C. STUDENT SERVICES COORDINATOR

1. The Student Services Coordinator shall coordinate all student services under the purview of SGA.

2. Co shall serve as a resource for student groups and act as a liaison between student groups and SGA.
  - a. Co shall have the power to approve or deny the applications for student groups, and co can set the conditions for approval.
  - b. Co shall have the right to dismantle student groups if the group violates the SGA Constitution and By-Laws and/or any conditions set forth by co and/or Campus Council.
  - c. Decisions to deny or dismantle student groups and/or conditions set for their approval can be appealed to Campus Council.
3. Co shall be the chair of the Service Committee.
4. Co shall co-administer the Fogfast Selection, along with Dining Services
5. Co shall coordinate an Organization Fair and a Poster Sale at the beginning of the academic year, as well as a Book Sale at the beginning of each semester. Co shall also organize campus Blood Drives during the academic year.
6. Co shall be the liaison between the town and the college. This includes membership to Community Council, Imagine Grinnell and the Grinnell Chamber of Commerce.
  - a. Co shall appoint a representative to the Grinnell Chamber of Commerce Executive Board for a term of one year who will be an ex officio voting member of the Board. The appointment will be made with the recommendation of the Grinnell Chamber of Commerce and Grinnell College Community Enhancement & Engagement in time for the April Chamber of Commerce Executive Board Meeting.
  - b. Co shall also have the option of sitting on Chamber of Commerce in lieu of the above listed appointment procedure.
7. Co shall manage and coordinate the student groups' space.
8. Co shall supervise the ExCo Coordinator.
  - a. Co shall hire the ExCo Coordinator for a term of one or two semesters. The ExCo Coordinator should be hired prior to the beginning of first semester during which co shall serve.
  - b. Co shall review and sign payroll requests for the ExCo Coordinator. Co shall submit approved payroll to the SGA Treasurer for processing.

#### D. ALL-CAMPUS EVENTS COORDINATOR

1. The All-Campus Events Coordinator shall co-chair the All-Campus Events (ACE) Committee and supervise party-related services.
2. Co shall supervise the Director(s) of ACE Security.
  - a. Co shall hire Director(s) of ACE Security for a term of one or two semesters.

- b. Co shall review and sign payroll requests filed by the Director of ACE Security. Co shall submit approved payroll requests to the SGA Treasurer for processing.
  - c. Co has the authority to review all policy of ACE Security. Co shall work with the Student Affairs Office, the SGA Adviser, and when necessary, the Campus Security Department, to gather advice and counsel concerning the policies of ACE Security. Co shall report official action of the Director of ACE Security and policy changes of ACE Security to Campus Council.
3. Co, along with the ACE Committee, shall coordinate several ACE sponsored events each year.
  4. Co shall, in conjunction with the Concerts Chair, actively seek student input on their decisions, conduct regular surveys, and make decisions by the majority vote of the Committees. There may be extraordinary circumstances where such consultation is impossible.
  5. Co shall co-chair the Films Committee and oversee Films programming on campus.
    - a. Co shall be responsible for the booking of SGA-funded films.
    - b. Films and wages paid to projectionists will be included in the semester budget. Co has the jurisdiction to budget the allotted money as co deems necessary. Cos spending practices are subject to review by the Treasurer's office.
    - c. Co shall meet as often as necessary with representatives of the Office of Student Affairs to coordinate all legal contracts and use of venues.
    - d. Co shall report on the Films expenditures to the Campus Council.
  6. Co shall assure that the membership of the Films Committees represents a wide variety of campus groups and constituencies.
  7. Co shall be a voting member of the Public Events Committee.

E. CO-ALL-CAMPUS EVENTS COORDINATOR

1. The Co-All-Campus Events Coordinator shall co-chair the All-Campus Events (ACE) Committee and co-supervise party-related services.
2. Co shall co-supervise the Director of ACE security.
  - a. Co shall hire Director(s) of ACE Security for a term of one or two semesters.
  - b. Co shall review and sign payroll requests filed by the Director of ACE Security. Co shall submit approved payroll requests to the SGA Treasurer for processing.
  - c. Co has the authority to review all policy of ACE Security. Co shall work with the Student Affairs Office, the SGA Adviser, and when necessary, the Campus Security Department, to gather advice and counsel concerning the policies of ACE Security. Co shall report

official action of the Director of ACE Security and policy changes of ACE Security to Campus Council.

3. Co, along with the ACE Committee and ACE Coordinator, shall coordinate several ACE sponsored events each year.
4. Co shall co-chair the Films Committee and oversee Films programming on campus.
  - a. Co shall be responsible for the booking of SGA-funded films.
  - b. Films and wages paid to projectionists will be included in the semester budget. Co has the jurisdiction to budget the allotted money as co deems necessary. Cos spending practices are subject to review by the Treasurer's office.
  - c. Co shall meet as often as necessary with representatives of the Office of Student Affairs to coordinate all legal contracts and use of venues.
  - d. Co shall report on the Films expenditures to the Campus Council.
  - e. Co shall assure that the membership of the Films Committees represents a wide variety of campus groups and constituencies.
5. Co shall be a voting member of the Public Events Committee.

#### F. ADMINISTRATIVE COORDINATOR

1. The Administrative Coordinator shall advise and assist the President, Vice Presidents and other Cabinet members in the fulfillment of their duties.
2. Co shall provide general support for Cabinet communications with students, faculty, staff, and outside parties.
3. Co shall act as the secretary for Campus Council meetings, compile the agenda, and record the minutes. Co shall distribute these documents to all members of Campus Council and any other interested parties in a timely fashion.
4. Co shall supervise the performance of all Senators and initiate impeachment proceedings against those Senators who are not performing their duties.
5. Co shall coordinate Senator Elections occurring before the establishment of Campus Council each semester.
6. Co shall be responsible for the SGA website and for any other online presence maintained by SGA.
7. Co shall sit on Reform Committee and act as the temporary chair in the event that the position is temporarily open.
8. Co shall conduct a training session before the first Campus Council meeting to adequately prepare Senators for their senatorial duties.

9. Co shall be a member of Election Board and will act as chair in the event the chair is temporarily unavailable to perform their duties. Co shall serve as chair in the event that the chair may not serve.
10. Co shall supervise the performance of the presiding officer.

#### G. CONCERTS CHAIR

1. The Concerts Chair shall be responsible for chairing the Concerts Committee.
2. Co shall be responsible for booking SGA-funded concert events.
3. Co shall be responsible for coordinating a crew to prepare a performance area for concerts on campus.
4. Co shall keep financial records independent of the Treasurer's office that are subject to review by that office.
5. Co shall consult with the ACE Coordinator to coordinate the campus calendar
6. Concerts will be included in the semester budget. Co has the jurisdiction to budget the allotted money as co deems necessary. Cos spending practices are subject to review by the Treasurer's office.
7. Co shall meet as often as necessary with representatives of the Office of Student Affairs to coordinate all legal contracts and use of venues.
8. Co shall, in conjunction with the ACE and Films Chairs, actively seek student input on their decisions, conduct regular surveys, and make decisions by the majority vote of the Committees. There may be extraordinary circumstances where such consultation is impossible.
9. Co shall report on the Concerts expenditures to Campus Council.
10. Co shall assure that the membership of the Concerts Committees represents a wide variety of campus groups and constituencies.

#### H. DIVERSITY AND OUTREACH COORDINATOR

1. The Diversity and Outreach Coordinator shall assist the President, Vice Presidents, and Administrative Coordinator in those duties related to communicating with the student body and ensure that all student opinions and concerns are heard by the SGA.
2. Co shall develop and implement strategies to inform students at large about SGA and Grinnell College policies.
3. Co shall meet with and address the concerns of student groups and organizations that promote and foster diversity on campus.
4. Co shall attend all Multicultural Leadership Council meetings as a representative of SGA.

5. Co shall foster discussions about campus unity, diversity, and other issues that affect the student body.
6. Any full-time student at Grinnell College shall be eligible for the office of Diversity and Outreach Coordinator, provided that co is at least a first semester sophomore at the time of assuming office, is planning to be in attendance on the Grinnell College campus for the duration of the term of office, and will not concurrently be a Senator or a member of Grinnell College Student Staff.

### SECTION 3. PAID, NON-CABINET POSITIONS

#### A. DIRECTOR OF ACE SECURITY

1. The Director of ACE Security shall be responsible for the scheduling of ACE Security. Co shall consult with the All-Campus Events Coordinator and Concerts Chair to determine the specific security needs of each event.
2. Co shall maintain the payroll for the employees of ACE Security. On a regular basis, co shall submit payroll requests to the All-Campus Events Coordinator.
3. Co shall handle all matters pertaining to ACE Security personnel. When necessary, co may confer decisions regarding personnel with the All-Campus Events Coordinator.
4. Co shall discuss ACE Security policy matters with the Director of Student Activities, the All-Campus Events Coordinator, and when necessary, the Director of Campus Security.
5. Co shall act as a liaison between the Campus Security Office and the Student Government Association. Co shall meet regularly with a representative of Campus Security.

#### B. PRESIDING OFFICER OF CAMPUS COUNCIL

1. The Presiding Officer shall preside over meetings of Campus Council and shall serve as parliamentarian for the body.
2. Any full-time student of Grinnell College shall be eligible for the office of Presiding Officer, provided that co is a full-time student at the time of assuming office, plans to attend Grinnell College for the duration of the term of office, and is not an SGA Cabinet Officer or Senator.
3. Co shall be appointed by the President and approved by two-thirds of Campus Council the year prior to cos term.
4. After one semester of service, the Presiding Officer must be approved for a second semester of service by two-thirds of Campus Council. If two-thirds do not approve this, a new officer shall be appointed.
5. Co shall be subject to the same impeachment procedures as a member of cabinet.

#### C. EXPERIMENTAL COLLEGE (EXCO) COORDINATOR

1. The ExCo Coordinator shall organize all aspects of the Experimental College program.

2. Co shall be a full-time student at Grinnell College who has completed at least one year as a full-time student at the time of assuming office, plans to attend Grinnell College for the duration of the term of office and is not an SGA Cabinet Officer.
3. Co shall be responsible for recruitment of students, faculty, staff, and community members to lead and participate in ExCo classes each semester. Co shall also teach one ExCo class each semester.
4. Co shall report to Campus Council each semester to report on the activities of ExCo during that semester.
5. Co shall be responsible for managing the ExCo budget and working with the SGA Treasurer to approve any expenditure necessary for ExCo.
6. Co shall be subject to the same impeachment process as a member of Cabinet.

#### D. ELECTION BOARD CHAIR

1. Co shall organize all aspects of the Elections and Election Board in conjunction with the Administrative Coordinator.
2. Co shall be a full-time student at Grinnell College who has completed at least one year as a full-time student at the time of assuming office, plans to attend Grinnell College for the duration of the term of office and is not an SGA Cabinet Officer, nor planning on running in any elections during their term.
3. Co shall be responsible for managing the Election Board budget and working with the SGA Treasurer to approve any expenditure necessary for Election Board.
4. Co shall have the power to create any necessary campaign regulations and shall be responsible for publicizing them.
5. Co shall be subject to the same impeachment process as a member of Cabinet.

### SECTION 4. CABINET OFFICERS IN WAITING

#### A. PRESIDENT AND VICE-PRESIDENTS ELECT

1. Cos shall publish applications for all cabinet and paid, non-cabinet positions for the upcoming year. Cos shall also be responsible for publicizing the applications process, as well as the responsibilities of the Cabinet positions.
2. The President and Vice Presidents elect shall shadow the current President and Vice Presidents in order to adequately prepare for their coming term; unless co is off-campus the semester during which shadowing occurs. In this case, co will be expected to use whatever methods are available to prepare for their coming term.

#### B. APPOINTED CABINET POSITIONS

1. The appointed Cabinet officers shadow their respective predecessors in order to adequately prepare for their coming term; unless co is off-campus the semester during which shadowing

occurs. In this case, co will be expected to use whatever methods are available to prepare for their coming term.

## **ARTICLE II. COMMITTEE GUIDELINES**

### **SECTION 1. STANDING COMMITTEES**

All committees under this section are permanent committees administered by SGA. All decisions reached by these committees are binding to SGA unless overturned by a simple majority of Campus Council. Each committee shall have at least one Campus Council Senator and one student-at-large as members. Committee guidelines addressing details such as voting, open/closed meetings, meeting times, etc., shall be composed by the chair and approved by the committee. Committee chairs shall publicize all open seats on their respective committees.

#### **A. STUDENT COUNCIL ON CURRICULUM**

1. The Student Council on Curriculum (SCC) shall assist the Vice President of Academic Affairs in representing student concerns regarding curricular issues to members of the administration and faculty.
2. The membership of the Student Council on Curriculum shall consist of the SGA Vice President of Academic Affairs (Chair), two Senators, one representative from each Student Educational Policy Committee (SEPC), and one representative for independent majors.
3. The individual representatives shall represent their respective SEPCs to SCC. Their responsibilities shall include attending SCC meetings, reporting all SCC business as well as their own views to their SEPCs, and ascertaining and reporting the concerns of their SEPCs to SCC.
4. SCC shall establish its own guidelines at the beginning of each year.
5. The Vice President of Academic Affairs shall set and publicize the time, place, and day of the week of the SCC meetings. SCC must meet at least five times per semester.
6. All meetings of SCC shall be open to any student, and any student shall be allowed to speak when recognized by the Chair.

#### **B. STUDENT PROGRAMMING COMMITTEE (SPC)**

1. The Student Programming Committee shall consist of the Treasurer, the Assistant Treasurer, at least two Senators and students-at-large.
2. The Student Programming Committee shall meet once per week to discuss and review budgets submitted by student groups. The Student Programming Committee shall have the power to amend and approve all budgets presented before it. The Student Programming Committee shall also review budgets that are not within the purview of other SGA committees.

#### **C. ALL-CAMPUS EVENTS (ACE) COMMITTEE**

1. The ACE Committee shall consist of the ACE Coordinator, at least one member of student staff, at least two Senators, and students-at-large. The ACE Committee will meet regularly to

discuss and review budgets, and event proposals. The ACE Committee shall have the power to amend and approve all budgets presented before it.

2. The Committee shall help in the planning and scheduling of student-proposed all-campus events. The Committee shall approve, by majority vote, the time, date and location of all-campus events.

#### D. ELECTION BOARD

1. Election Board shall consist of the Administrative Coordinator, the President, two Senators, and at least two students-at-large.
2. The Election Board chair shall be elected by Election Board the semester prior to cos term of office. Co shall be a non-Cabinet member.
  1. Only students-at-large are eligible for this position.
  2. The term for Election Board Chair shall not exceed one year, unless re-elected.
3. Election Board will meet as often as necessary to carry out its responsibilities.
4. The Committee shall administer all campus-wide SGA elections, referendums, votes and initiatives and make specific rules concerning election procedures. It will also certify all winning candidates in accordance with the By-Laws.
5. The Committee shall be responsible for advertising all elections and running any related activities promoting an SGA election, such as Open Forums featuring the candidates for President and Vice-Presidents.
6. Any member of Election Board who runs for an elected office of SGA must step down from Election Board for the duration of the election.
7. The Election Board shall publicize a statement encouraging voter participation and publicizing in full the rules concerning election procedures via all-campus email at least five calendar days prior to the first round of each election.
8. Election Board shall publish job descriptions for all contestable offices, along with a statement encouraging student candidacy and detailing the responsibilities of being a candidate.
9. The membership of this committee must be established by the second regular session of Campus Council each semester. Elections prior to the formation of the committee each year shall be run by the assigned Cabinet members and the Chair.

#### E. STUDENT SERVICES COMMITTEE

1. The Service Committee shall consist of the Student Services Coordinator, at least two senators, and students-at-large.
2. The Service Committee shall meet once per week to discuss and review budgets submitted by community service groups.

3. The committee shall help in the planning and scheduling of student service events, including Poster Sales, Book Sales, Blood Drives, and Organization Fairs. The committee shall approve, by majority vote, the time, date, and location of these events. If the committee is unable to meet prior to an event, the decision shall be at the discretion of the chair.

#### A. CONCERTS COMMITTEE

1. The committee shall help in the planning and scheduling of student proposed concerts. The committee shall approve, by majority vote, the time, date, and location of these events. There may be extraordinary circumstances where such consultation is impossible.
2. The Concerts Committee shall make every attempt to represent a diverse range of tastes in concerts. The committee shall meet as often as necessary to fulfill its responsibilities.
3. The committee shall be responsible for surveying the student body to determine concert preferences.
4. The committee shall promote the concerts selected to come on campus to the students and the College community.
5. An Assistant Concerts Chair shall be selected by the Executives-elect at the end of each academic year.
  - a. Co shall train under the Concerts Chair for the entirety of the academic year.
    - i. Applicants who wish to leave campus for a semester must have the written approval of the current Concerts Chair to waive the year-long requirement for training when submitting their application for the position.
    - ii. Applicants who have the year-long training requirement waived are still required to train for one semester.
  - b. Co shall assist the Concerts Chair in carrying out their duties.
  - c. Co shall become Concerts Chair the following academic year.
  - d. Co shall become Concerts Chair in the event of a vacancy.
  - e. This position, as encompassed in the above points, will expire at the end of the 2017-18 academic year unless renewed by Campus Council.

#### F. FILMS COMMITTEE

1. The committee shall help in the planning and scheduling of student proposed films and related events. The committee shall approve, by majority vote, the time, date, and location of these events. There may be extraordinary circumstances where such consultation is impossible.
2. The Films Committee shall make every attempt to represent a diverse range of tastes in films. The Committee shall meet as often as necessary to fulfill its responsibilities.
3. The committee shall be responsible for surveying the student body to determine film preferences.

4. The committee shall promote the films selected to come on campus to the students and the College community.

#### G. STUDENT INITIATIVES FUND (STIFUND) COMMITTEE

1. The Student Initiatives Committee shall consist of the Chair, the President, the Treasurer, the Assistant Treasurer, at least two Senators, and students-at-large.
2. The Student Initiatives Committee shall assist Election Board with reviewing submitted initiatives and with logistical aspects of the election.
3. Members of the Student Initiatives Committee shall serve as liaisons between SGA, faculty members, the College administration, and initiative authors. Committee members shall act as representatives of SGA, regularly consult with all parties involved, and shall report back to the committee in a prompt manner.
4. The Committee shall disseminate to the student body a status update on initiatives which have been passed at least once a semester through student social media, Campus Council, or other suitable venues.
5. The next Chair shall be appointed by the current Chair and will be confirmed by popular vote within the Committee.
  - a. The StiFund Chair shall be responsible for organizing weekly meetings, facilitating discussion on methods of implementing initiative, and providing general support for committee members.
  - b. The StiFund Chair shall compile the minutes for meetings and shall send them to the Administrative Coordinator to be added to the SGA archives.
  - c. The StiFund Chair shall be a full-time student at Grinnell College who has completed at least one semester as a full time student and committee member.
  - d. The term of office for the StiFund Chair is one semester. There shall be no limit on the number of terms that a Chair may serve.
  - e. The StiFund Chair shall establish guidelines for the committee at the start of the semester and will conduct voting procedures.

#### H. REFORM COMMITTEE

1. The committee shall meet as often as necessary.
2. The committee shall consist of the Administrative Coordinator, two senators and any other senator, students-at-large, faculty, or staff member who wish to volunteer. The Administrative Coordinator shall act as the temporary chair until the committee elects a permanent chair, who may be a student-at-large.
3. The committee shall be responsible for reviewing proposed by-laws and constitutional amendments and shall offer any necessary amendments or changes to the proposed by-law

author and/or sponsor(s). The purpose of this committee is to facilitate discussion concerning by-laws and to review, in an efficient manner, proposed by-laws by offering a discussion setting open to all members of campus.

4. The committee may review a proposed by-law when it has either been deferred by Campus Council to the committee or when it has been proposed to the committee directly. Each proposed by-law must be re-submitted with at least two weeks remaining in the semester, in order to ensure enough time for a vote during the semester. A proposed by-law may be returned before Campus Council at any time by a simple majority vote.
5. Only the author and/or sponsor(s) of the proposed by-law may accept/reject proposed changes to the wording of the by-law as it is presented to Campus Council. The committee shall have no power or responsibility in this regard.
6. The committee shall report weekly to Campus Council when active.

#### I. CAMPUS SAFETY AND SECURITY COMMITTEE

1. The committee shall consist of the Vice President of Student Affairs, at least two Senators, students-at-large, at least one RLC, the head of the Office of Campus Safety and Security, and one to two members of faculty/staff.
2. The Committee will meet as often as necessary to carry out its responsibilities.
  - a. The Committee shall serve as a conduit of information between the Office of Campus Safety and Security, SGA and the student body.
  - b. The Committee shall serve as a forum for student grievances related to the Office of Campus Safety and Security.
  - c. The Committee shall evaluate and review the standards and procedures utilized by the Office of Campus Safety and Security.

#### J. ENDOWMENT COMMITTEE (EC)

1. The Endowment Committee shall consist of at least one Campus Council Senator and interested students-at-large.
2. The next year's Chair will be decided by popular vote within the Committee each spring.
3. The Chair will call a meeting within the first month of each semester and meetings will continue on a regular schedule as decided by the members of the Committee.
4. Members of the Endowment Committee will educate themselves on the endowment and responsible investing practices in order to inform and make recommendations to SGA and the Board of Trustees concerning the endowment.

### SECTION 2. COLLEGE COMMITTEES

- A. The student members of the independent committees that require or request SGA representation shall be appointed by the President and Vice Presidents and presented to Campus Council within the first two sessions of each semester.
- B. The representative(s) appointed to each independent committee shall have the following responsibilities.
  - 1. Co shall be responsible for finding out when and where the committee meets, and for attending all meetings.
  - 2. Co shall be responsible for reporting the activities, decisions and discussions of every committee meeting to Campus Council in the form of a committee report, as well as informing the SGA President of any recommendations which require the approval of Campus Council.
  - 3. Co shall represent concerns brought up at Campus Council to the committee.

### **ARTICLE III. ELECTIONS**

#### **SECTION 1. PRESIDENTIAL AND VICE-PRESIDENTIAL GUIDELINES**

- A. Eligible candidates for President, Vice President of Student Affairs and Vice-President of Academic Affairs shall be persons who are officially registered at Grinnell College as students, who are at least second-semester sophomores, plan to be on campus for the length of the term of office, and will not concurrently be a Grinnell College Student Advisor, Hall Wellness Coordinator, or Campus Council Senator.
- B. Only those eligible candidates who have filed statements before Election Board's deadline will be official candidates. Official candidates will be included on the ballot and are allowed to participate in the publicity sponsored by Election Board. This publicity includes the Open Forums set up by Election Board.
- C. SGA Senators, Cabinet members, Election Board members, SGA standing committee chairs, and Student Staff are prohibited from distributing campaign materials directly to students or giving written endorsements in their official capacity. (i.e. using mailing lists or hall councils). Any Senator or Cabinet member who violates this by-law will be eligible for impeachment proceedings.
- D. Campaign materials are not allowed on any doorframe of the campus dining hall, anywhere in the campus mail room, any doors or windows of non-residential buildings on campus, any dormitory loggias, and may not be distributed in a campus dining hall or in any space where a class is in session. Candidates forfeit their status as official candidates if they are involved in any way in the violation of this by-law. Candidates are responsible for the removal of all of their campaign materials at the end of the election.
- E. Election Board may request that a candidate remove any printed materials it believes may be libelous and retract any statement it believes may be slanderous. In order to be libelous or slanderous, a statement must be false.

- F. A candidate must receive a simple majority of the total votes cast in the first round of balloting in order to win an election. A candidate must receive a plurality of total votes cast in any subsequent election in order to win an election.
- G. During the first round of balloting, the ballot will contain all official candidates and a line for write-in candidates. Any valid write-ins can advance to later rounds as official candidates. "No Confidence" shall count as a valid write-in candidate. Blank ballots will not be counted. In the event that a voter votes "No Confidence" more than once, all but the first vote shall be removed from the vote total and counted as abstentions.
- H. If no candidate receives a simple majority of the votes cast in the first round of balloting, a runoff shall take place between the three candidates receiving the most votes. The runoff candidates shall be added to the ballot in decreasing order of votes received. The candidate receiving the most votes in the run-off wins the election. In the event of a tie for the most votes in the run-off, the two tied candidates will face each other in an additional run-off.
- I. As part of cos application, every candidate shall submit a statement of no longer than 100 words, in addition to their statement of intent, to support their candidacy. This 100-word statement shall be publicized by Election Board through student media, such as the S & B.
- J. In the event of a tie determining which candidates continue to subsequent rounds of voting, both shall continue. In the event of a 50-50 split in voting in the final round, another round shall be held with the same two candidates.
- K. The Total Votes cast in an Executive Election shall be defined as the total number of non-empty ballots.

## SECTION 2. GUIDELINES FOR SENATE ELECTIONS

- A. A ballot must contain the following: an option for all eligible candidates who have turned in their Campus Council Senator application form by the deadline stipulated and an option for a write-in candidate. "No Confidence" shall count as a valid write in.
- B. If a cluster has not elected a Senator by the Constitutional deadline, it shall be considered a failure to elect, and a resolution shall be reached via the President and Vice President, as per the guidelines of the Constitution.
- C. Before first round vote totals are calculated, all ineligible write-in candidates will be removed from vote total and considered as abstentions.
- D. To win an election for the office of Senator in a two-senator constituency, an eligible candidate must win more than one-third of all votes cast. In the event that fewer than two candidates receive more than one-third of the votes, a run-off election shall be held among the non-exempt candidates receiving a combined total of at least two-thirds of the remaining votes cast. Any candidate receiving more than one-third of the votes cast in the first round will be exempt from a second round of voting.
- E. In a two-senator constituency, if three or fewer candidates, excluding No Confidence and write-ins, run for office, no run-off is necessary. The two candidates receiving the highest number of votes win the election. If four or more candidates, excluding No Confidence and write-ins, run for office, a run-off shall be held among the candidates receiving the highest number of votes. Only

one run-off shall be held, unless there is a tie, in which case the candidates who are tied shall face each other in a subsequent run-off. The number of candidates in the run-off shall be limited to two more than the number of remaining available senate seats.

- F. In a three-senator constituency, if four or fewer candidates, excluding No Confidence and write-ins, run for office, no run-off is necessary. The three candidates receiving the highest number of votes win the election. If five or more candidates, excluding No Confidence and write-ins, run for office, a run-off shall be held among the candidates receiving the highest number of votes. Only one run-off shall be held, unless there is a tie, in which case the candidates who are tied shall face each other in a subsequent run-off. The number of candidates in the run-off shall be limited to two more than the number of remaining available senate seats.
- G. In the event that “No Confidence” obtains enough votes in any round of voting to be elected to a senate seat, available for election in that round of voting, then that senate seat, which was “won” by “No Confidence” and all seats that would be allocated to subsequent candidates with less votes than “No Confidence” will be decided by the President and Vice Presidents as per the guidelines of the Constitution, since this constitutes a failure to elect.
- H. In the event that a voter votes “No Confidence” more than once, all but the first vote shall be removed from vote total and counted as abstentions.
- I. All official candidates for Senator are eligible for publicity sponsored by Election Board.
- J. No candidate shall be withdrawn from the ballot during the voting period, including run-off elections. A candidate may still concede from the race.
- K. In the event that a conceding candidate receives the highest number of votes another election will be held with the conceding candidate removed from the ballot.
- L. Definitions.
  - 1. “Total votes” or “all votes cast” refer to the total number of non-empty ballots. In a two-senator constituency, a voter may cast two or fewer votes. In a three-senator constituency, a voter may cast three or fewer votes. No voter may vote for the same candidate more than once, so any duplicate votes must be removed from the total.

### SECTION 3. GRIEVANCE PROCEDURES

- A. At the completion of an election (after the 24-hour grievance period), a candidate, or a candidate’s representative, has the right to view firsthand the final vote totals of an election handled by Election Board.
- B. Election Board may receive written complaints regarding the election procedure if delivered to the Election Board within 24 hours after the election has concluded. Election Board is responsible for establishing Election Board hearing procedures and committee guidelines each year.
- C. If a candidate for SGA President or Vice President feels that Election Board has acted improperly, he has the right to appeal Election Board's decision to Campus Council or to the Judicial Review and Oversight Committee. Election Board may temporarily suspend the outcome of an election if a Judicial Review and Oversight Committee or Election Board hearing is

pending. If the scheduled election is after the next scheduled Campus Council meeting, then the appeal shall be placed first under New Business on that meeting's agenda. If the election is scheduled for before the next Campus Council meeting, the candidate must notify Cabinet and Election Board of the appeal. Upon receipt of the notice of appeal, Cabinet must call an emergency meeting to be held within 24 hours of receipt of notice of appeal. Campus Council may overturn any Election Board decision by a majority vote unless specifically prohibited by the SGA Constitution or By-Laws.

- D. Election results may not be released until the 24-hour grievance period has ended, assuming all complaints have been heard. If no unresolved written complaints have been filed with Election Board during the grievance period, the results shall be considered validated and may be released. Election Board must make an effort to inform all candidates of the results before they are released to the student body.
- E. The standard procedure by which a grievance shall be filed and addressed is as follows:
  - 1. Upon Election Board receiving a grievance, all information regarding the nature of the grievance, meeting times, and all other relevant information shall remain strictly confidential, and the candidate, all members of Election Board, and the Administrative Coordinator are forbidden to discuss the relevant information publicly.
  - 2. The Election Board Chair and Administrative Coordinator will have the discretion of deciding whether the grievance is valid or invalid upon first receipt of the grievance.
  - 3. If the grievance is invalid, no further action shall be taken. If the grievance is valid, the Election Board Chair shall send an email to Election Board and shall convene a meeting to address the grievance.
  - 4. The Election Board Chair shall send an email to the candidate against whom the grievance is filed informing candidate the nature of the grievance. The email shall contain a request for a written statement regarding the grievance that may be submitted electronically. The deadline for such a statement is the time at which Election Board Chair convenes the meeting of Election Board.
  - 5. The Election Board shall issue a decision following the conclusion of the vote. The candidate may appeal the Election Board's decision to Campus Council. In the event that a candidate is a member of Campus Council, the candidate may appeal Election Board's decision to the Judicial Review and Oversight Committee.

#### SECTION 4. CAMPAIGN REGULATIONS

- A. Official candidates for President and Vice President are eligible to receive up to \$15 of funding from SGA for advertising purposes subject to guidelines or approval by Election Board, including, not in addition to, up to 250 paid copies on the SGA copier.
- B. No candidate may send mass emails, as per the ITS policy. Mass emailing is defined as emails sent to more than two recipients. Members of Student Government or Student Staff may not use their official emailing capabilities for campaign purposes.
- C. Any additional campaign regulations may be set out by the Election Board Chair before the start of an election.

- D. Candidates shall be permitted to create one digital campaign page. Candidates shall not be barred from posting campaign materials or announcements on their personal social media accounts. Non-candidate students shall be permitted to share these materials or announcements and to create their own statements of support on their own personal accounts, unless otherwise prohibited in the by-laws. Non-candidate students shall not be permitted to create campaign pages for any candidate.

## **ARTICLE IV. STUDENT INITIATIVES**

### **SECTION 1. GUIDELINES**

The initiative is a means for the student body to express its collective opinion on campus, state, national, or international issues. The initiative system is run by the President in conjunction with Election Board and StiFund. The results of the initiative vote are non-binding.

- A. Student initiative voting shall be advertised and held by Election Board each semester of the academic school year.
- B. The SGA Cabinet may automatically sponsor one initiative question whenever a regular initiative vote is held. If the SGA Cabinet wishes to sponsor any additional initiative questions, it must follow the procedures set forth in the By-Laws.
- C. StiFund shall receive at least one percent of the SGA budget for use in carrying out initiatives.
- D. A proposal for an initiative must undergo the following process:
  - 1. The sponsor must bring a rough draft of a proposal to Election Board at a previously advertised time prior to the initiative vote date.
  - 2. Election Board and StiFund shall review each proposal with the sponsor. They shall recommend improvements and corrections to the sponsor that would help the proposal more effectively convey its message to the students and appropriate parties and improve its chances of passing. All recommendations are non-binding unless absolutely necessary to fit the proposal into an actionable form. The final draft of the proposal must then be submitted to the Administrative Coordinator at a previously advertised time prior to the initiative vote date.
  - 3. The sponsor must collect 100 signatures of persons who want the finalized proposal to be put to a campus vote. These signatures must be given to the President at some time before the initiative vote date. Election Board shall designate this deadline.
  - 4. Election Board and StiFund shall then be responsible for advertising the final proposals to the campus community in such a way as to encourage debate and understanding of the proposal prior to the initiative vote date.
  - 5. Each initiative proposal must be approved by two-thirds of the students voting, with a minimum of 50% of the student body casting a ballot.
  - 6. Upon passage of an initiative, Election Board shall be responsible for reporting in writing the results of the vote and the approved initiative to the appropriate parties.

- D. Following passage of an initiative, StiFund will be required to publicize the ongoing process of implementing the initiative through student social media, poster, and other suitable venues.
- E. The SGA President will include information on the status of passed initiatives from the current academic year in cos State of the College address.

## SECTION 2. EMERGENCY INITIATIVES

An emergency initiative may be called anytime if the proposal sponsor collects 200 signatures and Election Board deems the immediate vote necessary. If these conditions are met, Election Board shall work as quickly as possible to bring the proposal to a campus vote. In an emergency case some or none of the general guidelines may be applicable. Election Board has the jurisdiction to by-pass these guidelines unless overturned by two-thirds of Campus Council.

## ARTICLE V. FINANCIAL GUIDELINES

### SECTION 1. SGA FUNDING

- A. SGA shall not allocate funds for the benefit of any for-profit organization.
- B. SGA will not accept, nor will SGA or SGA funding bodies review or approve any request from Grinnell College student organizations for funding of publications on campus.

### SECTION 2. FINANCIAL COMMITTEES

The three financial committees of SGA are the Student Programming Committee, the All-Campus Events Committee, and the Service Committee.

- A. In such cases where a member of a committee shall directly benefit from the appropriation that committee makes, the member may not vote on the appropriation.
- B. The financial committees will not fund events when funding is applied for after the event has taken place or begun. Funding that is applied for but not awarded before the event has begun, will not be affected by this regulation.
- C. Only registered student organizations are eligible to receive funding from SGA, unless allocated by the All-Campus Events Committee.
- D. All SGA appropriations from the financial committees must be reviewed at the first Campus Council meeting following the allocation. Campus Council does not need to review the decision and the committee's decision will take effect immediately, unless otherwise contested and the budget is under \$700.
  - 1. Any budget, regardless of dollar amount, which contains funding for student wages shall require approval from Campus Council each semester before the budget takes effect.

- E. The financial committees are governed by civil law and college policy. Therefore, these committees shall not fund activities that are restricted by civil law or college policy. Specifically, the financial committees shall not provide direct or indirect funding for the following:
  - 1. Any requests that fund alcohol or tobacco purchases.
  - 2. Any requests that fund charities.
- F. SGA also places restrictions on the types of student activities that it will fund. Specifically, the financial committees shall not provide funding for the following:
  - 1. Any requests intended for personal or private use.
  - 2. Any requests that, for any reason, fund declared candidates for federal, state, or local office.
  - 3. Any requests that fund items sold in a fundraising activity
- G. The All Campus Events Committee will only fund events in accessible locations or locations that may be made accommodating. Any exceptions must be approved by the All Campus Events Committee.

### SECTION 3. THE TREASURER'S OFFICE

- A. The Treasurer's office shall be open for business no less than one hour per day, five days a week, except in cases of emergency.
- B. The Treasurer and Assistant Treasurer shall be bound by all financial policies carried by Grinnell College.
- C. The College Treasurer shall provide advice and technical supervision to the Treasurer. The Treasurer's records shall be audited in conjunction with the College audit.
- D. The Treasurer shall maintain comprehensive files, which account for all SGA monetary transactions.
- E. SGA financial records shall be available to any student upon request.
- F. The Treasurer shall have the power with approval of two-thirds of Campus Council and consultation with the College administrator responsible for investments to invest SGA endowment funds. The income from these investments shall be added to the SGA budget. The Treasurer shall make regular reports of these investments to Campus Council.

### SECTION 4. RECORDS AND PAYMENT OF ORGANIZATIONS

- A. In order to secure efficient disbursement of funds, the Treasurer shall explain the SGA financial system to all student staff and other affected parties at the beginning of each year.
- B. All reimbursement requests must be submitted to the Treasurer within ten business days of the date of purchase (exceptions may be made in extenuating circumstances).

- C. All outstanding bills must be submitted to the Treasurer no later than the final day of each semester.

## **ARTICLE VI. SENATOR DUTIES AND REPRESENTATION**

### SECTION 1. HALL COUNCIL

- A. Senators must hold at least three Hall Council meetings each semester. OCCO and OCNCO Senators are not required to hold Hall Council meetings.
- B. Hall Councils have the right to issue non-binding resolutions concerning any item of campus interest.
- C. All Hall Council issues shall be resolved through popular voting.
- D. Hall Councils have jurisdiction over any item that may concern that Council's hall only and does not contradict official campus policy. Any legislation enacted by the Hall Council in this respect may not be overturned by Campus Council.

### SECTION 2. COMMITTEES

Senators shall be allowed a maximum of two absences from regular committee meetings. Only one of these two absences may be without a substitute. If co exceeds two absences, the Administrative Coordinator must begin impeachment proceedings.

### SECTION 3. SENATOR PROJECTS

Senators shall create a project to work on throughout the semester in cooperation and partnership with one Cabinet member. Senators can work together on a shared project but each Senator must substantively contribute to the project. In choosing and outlining their projects, Senators must consider the semester time-frame and not undertake a project that would take longer than one year to execute. Senators shall regularly report on the status of their projects at Campus Council.

### SECTION 4. REPORTING

Senators will make a report to Campus Council at least every two weeks.

## **ARTICLE VII. DELEGATES**

### SECTION 1. MEMBERS

- A. Any member of the student body who is not a Senator or Cabinet Member will be eligible to be a delegate.
- B. Delegates will represent student organizations who wish to have a member regularly present at Campus Council meetings.
  - 1. Cabinet shall be responsible for reaching out to student organizations to determine which ones would like a delegate to sit on Campus Council.

2. Each student organization who elects to send a delegate to Campus Council will select a member from said organization to act as the delegate.
  - a. Student organizations may select substitutes for the delegate if the delegate is unable to attend a Campus Council meeting.
  - b. Only one delegate per student organization will be permitted at each Campus Council.
3. Cabinet will present delegates to Campus Council at the first meeting of Campus Council each semester.

## SECTION 2. POWERS AND RESPONSIBILITIES

- A. Delegates will be required to attend Campus Council regularly.
  1. Delegates are not subject to the same attendance requirements as Senators.
- B. Delegates may make motions, second motions, and participate in debate. Delegates may not vote on the adoption of amendments or resolutions.

## SECTION 3. REMOVAL FROM OFFICE

- A. A student organization may change or remove its delegate at any time.
  1. Any student organization which changes or removes its delegate will be required to inform Campus Council of the change.
- B. Campus Council may remove a delegate if cause for removal is shown. A removal from office in this manner requires a two-thirds majority vote of Campus Council.
  1. Causes for removal can include but are not limited to: failing to attend six consecutive Campus Councils and failure to comply with SGA or College policies.

## **ARTICLE VIII. Points of Order**

### SECTION I. RULES OF ORDER

These Rules of Order shall be binding.

- A. Any senator may request a roll call vote on any motion before Campus Council. The chair is obliged to conduct a roll call vote if a second and third is heard for the necessity of a roll call vote.
- B. Any person addressing Campus Council, from on the board, Cabinet, or at large, must stand to do so. The chair can waive this requirement as necessary.
- C. No senator shall cast votes in absentia for any motion before Campus Council.
- D. Persons who have not yet spoken on a matter before Campus Council shall be given precedence over those who have spoken on the matter.

## **ARTICLE IX. APPENDIX**

## SECTION I. AWARDS

### A. Brandon Martinez Award

The Brandon Martinez Award is dedicated to the memory of Brandon Martinez, who was born April 28, 1979. He graduated from Grinnell College in May of 2001 with a major in Psychology. As a member of the Grinnell community, he was dedicated to the principles of self-governance. Although Brandon never held elected SGA office, he participated as an active member of Election Board. Brandon died tragically on August 8, 2001 in his hometown of Granite City, Illinois. He was loved by many and will be missed by all who knew him. The cabinet shall be responsible for conferring the Brandon Martinez Award for Outstanding Service to the Student Government Association in an unelected or appointed position on an annual basis.

### B. Chris Hade '09 Memorial Award

The Chris Hade Memorial Award is dedicated to the memory of Chris Hade, who was to graduate in May 2009 with a major in Political Science. Chris adored Grinnell, devoting himself to its improvement through the Student Government Association. As a senator, Chris specialized in issues of residential life, safety, and security, but eagerly served SGA in every capacity he could, often contributing to institutional and constitutional reform. Chris succumbed to a rare form of cancer on November 21, 2008, was loved by many, and will be sorely missed. Each year the cabinet shall be responsible for conferring the Chris Hade Memorial Award to a non-cabinet member of SGA committees or a senator on Campus Council for outstanding service to the Student Government Association.