

I. Charter

A. Name

The name of the organization shall be the Student Government Association of Connecticut College.

B. Purpose

The purpose of the Student Government Association is to consider issues and to formulate policies in areas primarily or exclusively involving the student body. Such areas shall include, but not be limited to, matters of social, academic and co-curricular policies. The Association also seeks to provide extended channels of communication, increased areas of cooperation and a greater acceptance of shared responsibility between Faculty, Administration and the Student Body in matters of general and academic interests.

C. Memberships

All matriculated undergraduate and graduate students of Connecticut College are members of the Association. All matriculated full-time undergraduate students are voting members of the Association.

D. Covenant ~ February 7th, 2001

We, the students of Connecticut College, represented by the governing body of the Student Government Association, believe in the principles of shared governance. Shared governance is the idea and belief that the governing bodies of separate constituencies are all represented fairly and have a voice on concerns, policy, and issues that affect the constituents of all the individual governing institutions. Execution of the ideals and practices of shared governance allows all participants to be both informed and involved.

The principles of shared governance have always been prevalent at Connecticut College. Interaction among the three representatives of governing bodies, i.e. the Student Government Association (SGA), the Faculty Steering and Conference Committee (FSCC), and the Administration, has always existed at Connecticut College. However we, the students of Connecticut College, represented by the governing body of the Student Government Association, feel that the bonds of shared governance need to be strengthened.

A covenant is a formal agreement among two or more persons to do or not to do something specified. We, the students of Connecticut College, represented by the governing body of the Student Government Association, believe that the following points of agreement will not only improve upon the existing ideals of shared governance but will continue, throughout the years, to strengthen communication, consultation, and the relationships between the existing governing bodies at Connecticut College.

1. SGA shall hold an all campus event at the beginning of both the fall and spring semesters. At this event the President of the Student Government Association, President of the College, and Chair(s) of the Faculty Steering and Conference Committee, FSCC, will be asked to deliver a "State of the College" address.
2. The President of the College, along with any relevant members of the Senior Administrators, shall be invited to attend at least two SGA Assembly meetings each semester so that students have the opportunity to question, express concerns, and hear comments from the President of the College and any relevant Senior Administrator.
3. The Executive Board of the SGA shall be invited to attend at least two Senior Administrator meetings each semester so that the Senior Administrators will have the opportunity to question, express concerns, and hear comments from the Executive Board of the SGA.
4. The SGA Executive Board, according to the changes to the C-Book, shall arrange at least one and no more than two meetings a semester between the SGA Assembly and the SGA liaison to the FSCC. However, both the SGA Executive Board and the FSCC may call more meetings depending on situations that the faculty and students deem necessary.
5. The FSCC member who is the Student Government Association liaison shall be invited to attend at least two SGA meetings a semester to answer student questions and hear student concerns. These meetings should also be used by the FSCC to present any relevant developments or concerns to the students in academic relevant areas.
6. The office of the Dean of the College shall be the main informational center for the SGA with regard to administrative information and inquiries. The Dean of the College will also be invited to two SGA Assembly meetings each semester to hear and answer student concerns and present any administrative developments.
7. Any questions or concerns that the SGA has with the administration shall be brought first to the Dean of Student Life and the Dean of the College and thereby relayed to the appropriate members of the administration. The Executive Board of the SGA shall set up and attend regular monthly meetings with both the Dean of Student Life and the Dean of the College to express the state of student affairs on the campus.

8. The three governing bodies shall operate with confidence that the SGA, whose members are elected by the students, is the representative body of the students. The SGA is the appropriate venue with which the FSCC and the Administration shall consult to communicate with the entire student body. The SGA realizes that certain concerns, questions, and issues can and shall be communicated with other organizations on campus. As elected officials, the members of SGA are responsible for bringing these concerns, questions, and issues to the attention of the student body.
9. The SGA and Administration will recognize the Dean of the College as the office with which to consult in order to determine what is and what is not confidential information. Any questions about what is and what is not confidential information shall be brought to the Office of the Dean of the College.
10. In order to assure that the ideals and beliefs of both the Covenant and of shared governance are maintained at Connecticut College, a commission shall be established. The Commission on Shared Governance shall meet at least once each semester to evaluate the points of the Covenant, to examine the process that this Covenant and shared governance has established, and to examine the relationships among the three governing bodies. The President of the SGA, one member of the Senior Administrators, the Dean of Student Life, the Dean of the College, two faculty members, and one student-at-large, elected by the SGA Assembly, shall be members of this Commission. The President of SGA shall be responsible for presiding over the meetings of this Commission.
11. Amendments to this covenant, between the SGA, the Administration, and the FSCC, shall be approved by all three branches and passed by a two-thirds majority of the SGA Assembly.

Scott Montemerlo
President of the Student Government Association

David Lewis
Acting President of Connecticut College and Margaret W. Kelly Professor
of Chemistry

Scott Warren
Chair Elect of the Faculty Steering and Conference Committee and
Jean C, Tempel '65 Professor of Botany

II. Organization and Definitions

A. Assembly

The Student Assembly shall determine student policies on those issues which affect the college community. The Student Assembly shall also be responsible for determining the Student Government Activities Fund allotments.

1. The Student Assembly shall consist of the following voting members: The President and Vice President of Student Government, the Chair of the Judiciary Board, the Chair of the Student Activities Council, the Director of Public Relations, the Chair of Academic Affairs, the Chair of Residential Affairs, the Chair of Diversity and Equity, 22 Senators elected to represent their residence halls and four Class Presidents. The Presidential Associate of Student Government and the Parliamentarian shall be non-voting members.
2. The Assembly shall meet weekly and the President of Student Government shall preside over all meetings. Additional meetings may be called by the President of Student Government in special circumstances.
3. SGA Assembly meetings are open to all members of the college community, except for the final agenda item: Good and Welfare.
4. A quorum of two-thirds majority of the membership of the Student Assembly is needed to conduct an official meeting.
5. All assembly members are permitted no more than two unexcused absences. Three tardy arrivals are considered equal to one meeting absence. If this absence policy is violated the corresponding account of the responsible individual will be frozen until an official conversation takes place between the Executive Board and the Housefellow.
6. In the event that any member of the assembly cannot attend an official meeting, a substitute member, preferably selected from the House, shall attend the Assembly meeting and vote.
7. All official SGA meetings shall be conducted in accordance to the regulations of Robert's Rules of Order as seen in Article IV Section A.

B. Executive Board

1. President of the Student Government

- a. The President shall be responsible for maintaining and overseeing the functions of the Student Government Association, which represents student concerns to administrators and faculty, and determining policies that directly affect students academically, socially, and personally.
- b. The President shall call and preside over all meetings of the Executive (Officers) Board.

- c. The President shall call and preside over all meetings of the Student Government Assembly.
- d. The President shall serve on the Student/Trustee Liaison Committee.
- e. The President shall coordinate with the Dean of Student Life an orientation program for all members of the Student Government Association. The President shall also be responsible for coordinating training sessions with the Dean of Student Life throughout the year.
- f. For impeachment procedures, see Article IV, Section C.

2. The Presidential Associate of the Student Government

- a. The Presidential Associate shall be responsible for assisting the President in maintaining and overseeing the functions of the Student Government Association.
- b. The Presidential Associate shall serve as a non-voting member of the Assembly.
- c. The Presidential Associate shall serve as a voting member of the Executive (Officers) Board of Student Government.
- d. The Presidential Associate shall have charge and be responsible for the SGA budget not designated under the official auspices of other branches of SGA.
- e. The Presidential Associate shall be responsible for maintaining and organizing the records and files of SGA.
- f. The Presidential Associate is responsible for preparing the Agenda for the Assembly meetings after the Executive Board meetings as well as maintaining accurate minutes of the SGA Assembly.
- g. The Presidential Associate is responsible for maintaining an accurate record of all SGA legislation and amendments.
- h. The Presidential Associate shall submit minutes to the Dean of Student Life and to all respective members of the organization's committees listed above.
- i. The Presidential Associate shall coordinate campus sales.
- j. The Presidential Associate shall be responsible for coordinating the SGA inauguration in the spring.
- k. Throughout the year, the Presidential Associate shall be responsible for collecting all proposals and amendments which warrant changes to the C Book. At the end of the SGA term, a copy must be given to the Office of Public Relations, the Dean of Student Life, and the Student Government Association.
- l. The Presidential Associate is appointed by the SGA President and as such can be terminated by the SGA President.

3. Parliamentarian

- a. The Parliamentarian shall serve as a voting member of the Executive (Officers) Board.
- b. The Parliamentarian shall serve as a non-voting member of the Student Assembly.
- c. The Parliamentarian shall serve as Parliamentarian for the Student Assembly.
- d. The Parliamentarian shall serve on the Trustee/Student Liaison Committee.
- e. The Parliamentarian shall serve as the coordinator of all student members of College and Student Government Committees.
- f. The Parliamentarian is appointed by the SGA President and as such can be terminated by the SGA President.

4. The Vice President/Chair of Finance

- a. The Vice President shall be a voting member of the Executive (Officers) Board.
- b. The Vice President shall be a voting member of the Student Assembly.
- c. The Vice President shall be a member of the Trustee/Student Liaison Committee.
- d. The Vice President shall assume the duties of the President in his/her absence or upon his/her request.
- e. The Vice President shall call and preside over all meetings of the Finance Committee.
- f. The Vice President shall be responsible for keeping accurate records of all SGA finances and shall report to Student Assembly regularly.
- g. The Vice President shall have primary responsibility to serve as the liaison between the Student Government Association and all constituted student clubs and organizations.
- h. The Vice President shall serve to promote and support all constituted student clubs and organizations.
- i. Rules of impeachment and removal from office of the Vice President of SGA shall be identical to those described in Article IV Section C.

5. The Chair of the Judicial Board

- a. The Judicial Board Chair oversees and executes all judicial functions in conjunction with the Associate Dean of Student Life except in cases of sexual misconduct and discrimination.

- b. The Chair shall arrange and preside over all meetings of the Judicial Board and may only vote in the case of a tie.
- c. The Chair shall be a voting member of the Executive (Officers) Board.
- d. The Chair shall be a voting member of the Student Assembly. When Student Government matters directly relate to Student Handbook Policies, the Chair will consult the Board and will vote the Board's majority opinion.
- e. The Chair shall serve on the Trustee/Student Liaison Committee.
- f. The Chair shall ensure the confidentiality of the Board's business.
- g. The Chair shall be responsible for the matriculation of all new students.
- h. The Chair shall appoint a Judicial Board Assistant and two Judicial Ombudspersons.
- i. The Chair will be a voting presiding officer at the extraordinary public session in cases of impeachment proceedings against the Student Government President and/or Vice President.
- j. The Chair of the Judiciary Board must have a thorough knowledge of Robert's Rules of Order (revised) and the Student Code of Conduct: Student Rights and Responsibilities.
- k. The Chair and the Judiciary Board Administrator shall be responsible for seeing that a summary log of all cases is prepared at the end of every month. This summary shall include both the violation description and recommendation of the board.
- l. In the event that the Judicial Board Chair is absent, the most senior board member will serve as acting chair of the Judicial Board.
- m. Rules of impeachment and removal from office of the Chair of the Judiciary Board shall be similar to those described in Article IV Section C.

6. The Chair of the Student Activities Council

- a. The Chair of the Student Activities Council (SAC) shall serve as a voting member of the Executive (Officers) Board.
- b. The Chair of SAC shall serve as a voting member of the Student Government Assembly.
- c. The Chair of SAC shall serve as a voting member of the SAC Executive Board.
- d. The Chair of SAC shall serve on the Trustee/Student Liaison Committee.
- e. The Chair of SAC shall be responsible for general oversight of all major student activities. The Chair shall preside over a master calendar of events.
- f. The Chair of SAC shall call and preside over all meetings of the SAC Executive Board.

- g. Rules of impeachment and removal from office of the Chair of SAC shall be similar to those described in Article IV Section C.

7. The Public Relations Director

- a. The Public Relations Director is responsible for the weekly campus-wide publication of current student government affairs, maintaining the student government website and coordinating all SGA Elections.
- b. The Public Relations Director shall serve as a voting member of the Executive (Officers) Board.
- c. The Public Relations Director shall serve as a voting member of the Student Government Assembly.
- d. The Public Relations Director shall serve on the Trustee/Student Liaison Committee.
- e. The Public Relations Director shall serve as Chair of the Public Relations Committee.
- f. The Public Relations Director shall serve as an ex-officio member of the Student Advisory Committee to the Office of College Relations.
- g. The Public Relations Director shall be responsible for the coordination and production of publicity for all meetings and functions of the Student Government Assembly.
- h. The rules of impeachment and removal from office of the Public Relations Director shall be similar to those described in Article IV Section C.

8. The Chair of Academic Affairs

- a. The Chair of Academic Affairs shall act as the student liaison between students, faculty, and staff regarding all student related academic issues on campus.
- b. The Chair of Academic Affairs shall serve as a voting member of the Executive (Officers) Board.
- c. The Chair of Academic Affairs shall serve as a voting member of the Student Assembly.
- d. The Chair of Academic Affairs shall serve on the Trustee/Student Liaison Committee.
- e. The Chair of Academic Affairs shall arrange and preside over all meetings of the Board of Advisory Chairs (BAC), and act as the chair of the Student Advisory Board for College Courses.
- f. The Chair of Academic Affairs may appoint an Assistant to the Chair of Academic Affairs subject to a simple majority vote of approval of the Board of Advisory Chairs.

- g. The Chair of Academic Affairs shall serve at the co-chair of the Academic Student Standards Committee (ASSC) with the Chair of J-Board.
- h. The Chair of Academic Affairs shall serve as a voting member of the Educational Planning Committee (EPC) and the Academic and Administrative Procedural Committee (AAPC).
- i. Rules of impeachment and removal from office of the Chair of Academic Affairs of SGA shall be identical to those prescribed in Article IV Section C.

9. The Chair of Residential Affairs

- a. The Chair of Residential Affairs coordinates House Councils, which focus on the quality of life in the residence halls. The Chair serves as a liaison between the Office of Residential Life and Housing and the Student Government Association.
- b. The Chair of Residential Affairs shall serve as a voting member of the Executive Board.
- c. The Chair of Residential Affairs shall serve as a voting member of the Student Assembly.
- d. The Chair of Residential Affairs shall serve on the Trustee/Student Liaison Committee.
- e. The Chair of Residential Affairs shall arrange and preside as a non-voting member of all Board of Governor meetings.
- f. The Chair of Residential Affairs shall co-chair the Residential Life and Housing Advisory Committee with the Director of Residential Life and Housing.
- g. The Chair of Residential Affairs shall meet weekly with the Director of Residential Life and Housing.
- h. The Chair of Residential Affairs shall serve as Chair of the Board of Governors, which includes the following duties:
 - i. Overseeing and maintaining functions of the Board of Governors.
 - ii. Responsible for coordinating Board efforts with the rest of student government.
 - iii. Issuing a regular agenda in consultation with Residential Life advisors.
 - iv. Overseeing the progress of the Board committee and ensure that periodic reports are made to the whole Board.
 - v. Coordinating a training program for the Board in conjunction with the Office of Residential Life and the SGA Executive Board.
 - vi. Acting as the treasurer for the BOG's accounts.
 - vii. Serving on other committees as necessary that pertain to Residential Life and/or the BOG.

- i. Rules of impeachment and removal from office of the Chair of Residential Affairs of SGA shall be identical to those prescribed in Article IV Section C.

10. The Chair of Diversity and Equity

- a. The Chair of Diversity and Equity shall represent issues relating to diversity and concerns of under-represented students at Connecticut College to the Student Government Association.
- b. The Chair of Diversity and Equity shall serve as a voting member of the Executive (Officers) Board.
- c. The Chair of Diversity and Equity shall serve as a voting member of the Student Government Assembly.
- d. The Chair of Diversity and Equity shall serve on the Trustee/Student Liaison Committee.
- e. The Chair of Diversity and Equity shall serve as a voting member of the Unity Student Steering Committee General Body.
- f. The Chair of Diversity and Equity shall call and preside over all meetings of the Cultural Diversity Committee.
- g. The Chair of Diversity and Equity shall appoint an Assistant to the Chair of Diversity and Equity.
- h. The Chair of Diversity and Equity shall meet with the USSC Chair weekly in order to exchange reports on the work of their respective organizations.
- i. The Chair of Diversity and Equity shall meet with the Director of Unity House no less than twice a semester to offer reports on his/her respective committee, to exchange information, and to receive guidance.
- j. The Chair of Diversity and Equity shall meet with the Cultural Diversity Committee and the Multicultural and Diversity Steering Committee on a weekly basis.
- k. Rules of impeachment and removal from office of the Chair of Diversity and Equity of SGA shall be identical to those prescribed in Article IV Section C.

C. Judicial Board

The Judiciary Board shall function to uphold the Honor System of the college. It shall have jurisdiction over all matters involving possible infractions of the college Honor Code except in cases of sexual misconduct or discrimination. The Judiciary Board shall also be responsible for matriculating new students and for acquainting them with the Honor System.

1. The Judiciary Board shall be composed of two members elected from each class, a Chair elected at-large from the entire student body, and an Assistant appointed by the Chair.
2. The chair shall preside at all meetings and the board shall meet at the discretion of the chair.
3. All members will attend every Judicial Board hearing after carefully preparing for each case. If a Judicial Board member cannot attend a case, he or she must notify the chair.
4. Judicial Board Chair and members will serve on Adjudication Teams, Dean's Adjudication Processes, and Dean's Grievance Committees when deemed necessary.
5. Should a member vacate his or her position mid-year, a special class election shall be held as soon as possible.
6. All members of the board, including the Assistant to the Chair, are bound by the rules of confidentiality both while on the board and after their terms have expired.
7. If there is just cause, the Chair of the Judicial Board may remove a member from the Judicial Board.
8. Any member placed on disciplinary probation will forfeit his or her position on the board.
9. For Judicial procedures and school policies, please refer to the Student Handbook.

D. Student Activities Council

The Student Activities Council (SAC) shall function to coordinate the social life of the college. It shall have jurisdiction over all matters involving entertainment on the college campus. SAC will be responsible for encouraging and organizing social functions and shall serve as a forum where new ideas for entertainment may be generated.

1. SAC shall be composed of a Chair elected at-large from the student body, one Student Activities Council Representative from each residential house (each representative will have one vote), and two from each class (each will have one vote), as well as SAC Executive Board.
2. The SAC Executive Board shall be composed of the Chair and at least thirteen (but up to fifteen) voting members appointed by the Chair through an open application process. These shall include: Vice-chair, Treasurer, two Public Relations Directors, two Fundraising Directors, two Friday Nights Live Directors, Technical Director, two Variety Events Directors for on-campus events, and Variety Events Director for off-campus events. The Chair shall have the discretion to increase the number of voting members by no more than two positions by adding an additional Variety Events Director for off-campus events and/or Technical Director as the Chair deems necessary. Executive board

positions shall be filled as follows: the Chair shall publicize openings for the thirteen (and up to fifteen) voting positions no more than two weeks after he/she has been elected; this publicity shall be done in such a way as to inform the entire student body; the process shall consist of an application at his/her discretion; appointments shall be made by the Chair with the consultation of both out-going SAC Chair and the Director of Student Activities.

Should a member of the SAC Executive Board vacate a position in mid-year, the position will be filled by the same procedure. SAC Representatives will be replaced as follows: House representatives will be elected by residents in a house meeting by a simple majority; Class Representatives will be elected through the procedure detailed in Article V Section E of the C-Book.

3. Executive Board Positions and Functions

a. Chair

Refer to Article III Section B.6 for description of this position.

b. Vice-chair

The Vice-chair shall preside over all meetings of the Student Activities Council. The Student Activities Council shall meet weekly at the discretion of the Chair and Vice-chair.

c. Treasurer

- i. The Treasurer will be responsible for tracking expenditures for SAC and each of its committees.
- ii. The Treasurer will complete fund transfers when necessary.
- iii. The Treasurer will provide the Executive Board with a summary of financial activity once a month.

d. Public Relations Director

- i. A Public Relations Director will be responsible for all publicity of SAC events.
- ii. The Public Relations Directors will chair the Public Relations committee.

e. Fundraising Director

- i. A Fundraising Director will be responsible for raising supplementary funds for SAC through the implementation of creative and effective fundraising efforts and events.
 - ii. Fundraising Directors will plan and implement no less than one Fundraising event per semester, in addition to any sales or long-term fundraising initiatives.
- f. Technical Director
 - i. A Technical Director will be responsible for tracking and managing all SAC technical equipment, including audio systems and lighting systems.
 - ii. A Technical Director will be responsible for processing the necessary paperwork when renting SAC technical equipment to clubs or organizations.
 - iii. A Technical Director will be present to assist with set-up and clean-up of technical equipment at any SAC function.

g. Co-sponsorship Director

The Co-sponsorship Director will chair the Co-Sponsorship committee.

h. Friday Nights Live Director

A Friday Nights Live Director will co-chair the Friday Nights Live committee.

i. Variety Events Director

- i. A Variety Events Director will co-chair the Variety Events committee.
- ii. A Variety Events Director will be primarily responsible for either on-campus or off-campus events, but may assist other Variety directors in their respective areas.

4. SAC Standing Committees

Each committee shall be composed of at least five Council members. Additional Council members will be assigned to committees at the discretion of the Vice-chair.

a. Co-sponsorship

- i. No less than fifteen percent of the budget allocated to SAC by the Finance Committee shall be placed in the Co-sponsorship

fund. This committee shall be responsible for reviewing all requests for SAC Co-sponsorship funding. The purpose of this fund is to facilitate innovative and creative programming on campus by providing houses, classes, and student organizations with a means to supplement previous SGA allocations.

- ii. The Co-sponsorship committee must meet at least twice a month (and at the discretion of the Co-sponsorship Director) to review proposals.
- iii. The committee shall be composed of at least 6 voting members. The Co-sponsorship Director shall chair all meetings and the Treasurer shall be present as 1 of the 6 voting members. The remaining 5 positions shall be filled by Council members.
- iv. Two-thirds (2/3) of the committee must be present in order for a proposal to be considered. All members are allowed one vote with the exception of the Co-sponsorship Director. The Co-Sponsorship Director will only vote in the event of a tie. Proposals are passed by a simple majority.
- v. The party applying for Co-Sponsorship must do so on behalf of a Connecticut College student organization, class, or house and must be a member of the group applying. The event must be open to all Connecticut College students.
- vi. The committee reserves the right to decrease any requested amount as it sees fit. In the case of approval, the Treasurer shall make the necessary transfer of funds and the Co-Sponsorship Director will arrange any additional support. A group whose proposal has been approved must include the SAC logo in all visual advertisement, mention SAC co-sponsorship in all verbal advertisement, and submit a post-event summary to the Co-sponsorship Director within 5 working days of the event. Failure to do so will result in the group's account being frozen until the statement is submitted. The SAC Executive Board may not under any circumstances submit proposals to the Co-Sponsorship Committee for the purpose of sponsoring SAC events, whether traditional or otherwise.

b. Public Relations (PR)

- i. The PR committee will be responsible for publicizing all SAC events in effective, creative, and unique ways. This committee will be responsible for, but not limited to, updating the SAC Information Line, placing CONNtact ads, acting as a liaison to The College Voice, and generally informing the College community of SAC events.
- ii. The PR committee will meet weekly.

- iii. This committee shall be chaired by the two SAC Public Relations Directors. At least five Council members will sit on the committee.
 - iv. One committee member will be appointed by the PR Directors to serve on the SGA Public Relations Committee.
 - c. Variety Events
 - i. This committee shall be responsible for planning both on- and off-campus events that are funded by the variety event budget(s). The purpose of this committee is to provide all-campus events that are both innovative and creative. The committee must plan and implement no less than four events per semester.
 - ii. The Variety Events committee will meet weekly. Additional meetings may be called by both the on- and off-campus Variety Events Directors at their discretion.
 - iii. This committee shall be chaired by both the on- and off-campus Variety Events Directors. At least five Council members must sit on this committee.
 - iv. On- and off-campus Variety events shall be fully staffed by committee members. Additional SAC staff may be requested by the Directors and assigned at the discretion of the Chair and Vice-Chair.
 - d. Friday Nights Live
 - i. The Friday Nights Live committee shall be responsible for organizing and maintaining the Friday Nights Live program. Friday Nights Live shall consist of weekly performances (e.g. musical, comedic, student, etc.) funded through a separate Friday Nights Live budget. The committee will plan and implement no less than ten events per semester.
 - ii. The committee will meet weekly at the discretion of the directors.
 - iii. This committee shall be chaired by the two Friday Nights Live Directors. At least five Council members will sit on this committee. The Technical Director(s) will sit on the committee.
 - iv. The directors will be responsible for searching for talent, initiating contact with appropriate parties, and securing a contract. Contracts must be submitted to the Director of Student Activities.
- 5. The SAC Executive Board shall be responsible for no less than three all-campus events per semester, including the First Day of Classes Party, Harvestfest, Winter Formal, and Floralia. These events will be implemented in addition to no less than ten Friday Nights Live

performances per semester, four variety events per semester, and one fundraising event per semester.

E. Board of Governors

1. The Board of Governors shall consist of all governors and shall be presided over by the Chair of Residential Affairs. The Chair will serve as a non-voting member.
2. The Board of Governors shall meet weekly in closed sessions. They shall address residential house and campus-wide projects and issues.
3. The Board is expected to work closely with all other branches of student government when necessary to ensure student concerns are met.
4. The Board may present the Student Government Association assembly legislative proposals or amendments.
5. The Board requires a 2/3 quorum for an official meeting.
6. Other individuals may be allowed to participate in Board meetings at the discretion of the Chair of Residential Affairs.
7. The Board of Governors shall be responsible for events including but not limited to: Camelympics, Camel Cabaret and the Faculty/Staff Adoptee Program. Each House, under the leadership of the House Governor, shall be responsible for a TNE and a Crush Party.
8. The Chair may appoint an Assistant to the Board of Governors, from outside the Board.
 - a. The Assistant shall serve as a non-voting member at all Board meetings.
 - b. The Assistant shall assist the Chair in overseeing the functions of the Board of Governors.
 - c. The Assistant shall be responsible for maintaining accurate minutes of all meetings and distributing them to the Board and those so designated by the Board. No minutes shall be kept for the period during the meeting during which confidential discussions regarding specific house situations are in session.
 - d. The Assistant shall be responsible for maintaining accurate records and files of the Board of Governors, including an attendance log.
9. The Chair of Residential Affairs shall serve as the treasurer for the Board of Governors and oversee all the financial matters upon approval from the Student Life advisor.
10. The Board of Governors may establish ad hoc committees to fulfill specific objectives for issues and projects concerning the Board.
11. The Board of Governors shall elect House Governors to serve on specific SGA committees as designated.
12. The Board of Governors shall address the possibilities of a more diverse and accommodating residential life.

F. Committees

The SGA President may fill vacancies on College Committees by presenting a nomination to the Assembly for simple majority approval.

All open committee positions must be advertised no less than three days prior to elections being held.

Candidates will be asked to appear before the SGA Assembly prior to the election and will be called upon to make a statement. If unable to attend the meeting, candidates must submit a written statement to the SGA President.

A member of the SGA Assembly may fill a position designated to be filled by a student-at-large only after two elections have been held wherein no at-large candidate has come forward.

An at-large student may fill a position designated to be filled by an SGA Assembly member only after two elections have been held wherein no Assembly member candidate has come forward.

Committee members shall be elected by simple majority of the SGA Assembly

If a student member to one of the below committees misses more than two meetings without valid excuse, he or she may be removed from the committee at the discretion of the committee. There will be either an election in the SGA Assembly or an appointment by the President to fill the position. The committee chair will be responsible for enforcing this attendance policy.

1. Academic and Administrative Procedures Committee (AAPC)

This committee will consider undergraduate course offerings and the points granted for such courses. The committee will also develop and consider proposals relating to the academic and administrative procedures of the college. Within the bounds of policies established by the faculty, this committee will consider requests for the addition, deletion, or modification of the course offerings of the departments, interdisciplinary programs, or the major; alternative programs for the degree; changes in administrative procedures; and changes in class meetings and hours.

At the direction of the Faculty, this committee will review and recommend to the faculty revisions of requirements for the degree of Bachelor of Arts (distribution requirements, number of courses required

for graduation, residence requirements, and maximum and minimum number of courses in the major) and requirements for individual study, honors study, and graduation honors for undergraduates, including Return to College students. The committee will also review and recommend standards for granting credit for courses taken elsewhere, standards for granting financial aid to undergraduates, and standards for assigning hours, days, and rooms for courses and examinations.

This committee shall have three student members, including the Chair of Academic Affairs, one Assembly member and one Student-at large. The rest of the committee will be comprised of the Dean of the College Community, two members of the Library staff and six faculty members.

2. Academic Student Standards Committee (ASSC)

The ASSC is a student-run and student-designed committee created to encourage and support a positive environment for academic integrity on campus. Its responsibilities include the dissemination of information and the development of policies regarding academic honor.

The committee is co-chaired by the Chair of the Judicial Board and the Chair of Academic Affairs. There shall be two other undergraduate students. One should be an Assembly Member and one, a student-at-large.

3. Athletic Advisory Committee

This committee shall act as a liaison between athletics and SGA and will serve to support and promote Connecticut College athletics and student athletes throughout the campus community.

The membership of this committee shall include the Director of Athletics, the Sports Information Director, one male and one female coach, two male and two female varsity-student athletes, two SGA assembly members, two club sport student-athletes, two representatives from the Student Athletic Advisory Board, and one student at-large.

The committee shall meet at least once a month, and more often if desired by the constituents.

4. Book Store Committee

This committee shall deal with issues pertaining to the operational procedures of the Student Book Store.

There shall be two undergraduate students. One of them should be an Assembly member and one a student-at-large.

5. Calendar Committee

This committee shall meet to plan out the academic calendar for the year. The committee agrees on the dates for such events as Commencement, Spring Break and Winter Break.

There shall be three undergraduate students. Two of them should be Assembly members and one a student-at-large.

6. Campus Parking Appeals Committee

This committee shall deal with the management of parking appeals and regulations.

There shall be three undergraduate students. Two of them should be Assembly members and one a student-at-large.

7. Campus Health Services Committee

This committee shall serve as a liaison between Student Health Services and SGA.

There shall be five undergraduate students. Two of them should be Senators; two, students-at-large; and one, a Housefellow.

8. College Campus Safety Committee

This committee shall serve as a liaison between the Campus Safety Department and the Student Government.

There shall be three undergraduate students. Two of them should be Assembly members and one, a student-at-large.

9. Counseling Services Committee

The Connecticut College Student Counseling Services (SCS) Advisory Committee shall provide SCS with college community input to enhance the services provided by the Student Counseling Service.

There shall be three undergraduate students. Two of them should be Assembly members and one, a psychology major. The committee shall also include the SCS staff, one faculty member and two college staff members.

10. Cultural Diversity Committee

The Diversity Committee will work to represent the concerns and needs associated with issues of diversity and multiculturalism at Connecticut College. The committee will meet on a weekly basis to discuss related and relevant topics and present issues that emerge from both the Student Government Association and relevant multicultural organizations. Relevant issues, deemed appropriate by the Chair of Diversity and Equity, will be discussed at SGA Assembly meetings and recommendations will be made to the administration. The Cultural Diversity Committee will consist of: The Chair of Diversity and Equity, the Assistant to the Chair of Diversity and Equity, one representative from each of the following organizations: I-Pride, La Unidad, CCASA, SOAR, Umoja, SOUL, the Multi-Faith Student Council, Atlas, Hillel and the Muslim Students Association, two senators elected by the Assembly and two students appointed by the Chair of Diversity and Equity.

11. Dean's Grievance Committee

This committee hears cases of sexual misconduct and discrimination.

The standing committee shall be composed of sixteen members: four faculty members, four administrators and eight students. For an actual grievance seven members will participate: two faculty, two administrators and three students. The Dean of the College Community shall appoint four faculty members (in consultation with FSCC) and four administrators (in consultation with the Dean of Student Life). The student composition will be as follows: the Judiciary Board Chair, two Assembly members, one student-at-large and four students appointed by the Dean of Student Life. The Dean of Student Life shall chair and serve on this committee in an ex officio capacity.

All members of the committee, the accuser, accused, and witnesses are bound by confidentiality. They may not discuss any aspect of a case, even to the extent that a case existed.

12. Dining Services Committee

This committee shall serve as a student advisory group to the Director of Dining Services.

There shall be four undergraduate students. Two of them should be Assembly members and two, students-at large. The Director of Dining Services shall attend all meetings as a non-voting member of this committee.

13. Educational Planning Committee (EPC)

This committee shall provide leadership in College-wide educational planning; will consider the process and nature of teaching and learning at the College; will provide advice, information, and consultation on areas that support academic programs.

There shall be three undergraduate students. One shall be the Chair of Academic Affairs, one, an Assembly member and one, a student-at-large. The committee shall also include the Dean of the College Community, a member of the Library staff and ten faculty members.

14. Environmental Modeling Committee (EMC)

This committee shall be charged with developing programs and recommending policies to conserve energy, water, paper, and other natural resources, as well as monitoring the College's progress towards sustainability. In addition, the committee shall also be responsible for promoting campus recycling programs and coordinating the House Environmental Coordinators.

There shall be four undergraduate students. Two should be Senators and two, students-at-large.

15. Facilities and Land Management Committee

This committee is responsible for planning for and use of all land owned by the College. This includes, but is not limited to, developing and recommending solutions to the Building and Grounds Committee concerning land related issues which may arise. Further, the committee is to identify all parcels of acquired land which constitute the campus, categorize and/or zone all College land, develop policies for parking, gardens, signage, new features, or building and further acquisition or disposition of property, and function as a mediator for disputes, proposed changes or complaints. The committee reports to the Trustees through the Buildings and Grounds Committee.

There shall be three undergraduate students. Two should be assembly members and one, a student-at-large. The committee shall also include three members of the faculty, three members of the staff, the Director of the Arboretum and the Vice President for Administration.

16. Finance Committee

This committee shall determine and recommend the budget of the SGA Student Activities Fund. Budget Deliberations shall be closed meetings, at which time the Finance Committee shall view all requests and draw up a proposed budget.

There shall be nine voting undergraduates. There should be four Assembly members, four students-at-large, and the Vice President of the SGA. The Student Organizations' Head Treasurer shall be a non-voting member. A secretary of the Finance Committee may be appointed by the Vice President as a nonvoting member, to be approved by a simple majority vote of the Finance Committee.

The Director of Student Activities/College Center shall serve as advisor.

17. Financial Aid Liaison Committee

This committee shall serve as a liaison between the Financial Aid Office and SGA.

There shall be four undergraduate students. Two should be Assembly members and two, students-at-large.

18. Campus Wellness Committee (CWC)

This committee shall be responsible for promoting a healthy lifestyle within the campus community by: assessing the campus culture through qualitative measures, conducting quantitative evaluations of student practices, developing and implementing campus-wide programs, educating the community on issues related to health and wellness, collaborating with the community to share resources related to health and wellness, evaluating related data, making appropriate recommendations and monitoring outcomes.

There shall be six undergraduate students. Two should be Assembly members; two, Housefellows; and two, students-at-large. The Committee shall be chaired by the Associate Dean of Student Life.

19. Information Services (IS)

This committee studies the library needs of the College and considers plans by which the resources of the library can be better used on campus and within the region. It supports the requests of the campus and within the region. It supports the requests of the Library for

adequate financial support and assists in the allocation of book funds. It will administer any library prizes.

There shall be four undergraduate students. Two should be Assembly members and two, students-at-large.

20. Physical Plant Committee

This committee will address all issues of lighting, residential house upkeep, and other issues involving the physical plant department.

There shall be five undergraduate students. Two should be senators; one, a student-at-large; one, a Governor; and one, a Housefellow. The committee shall also consist of the Director of Physical Plant Services, the Director of Physical Plant Administration, the Manager of Custodial Services, and the Custodial Supervisors.

21. Priorities, Planning, and Budget Committee (PPBC)

This committee shall advise the President on institutional and financial priorities, faculty development, facilities and space planning, and the annual College budget. The committee will recommend a long-range plan that establishes spending and development priorities. The scope of the plan will cover a period of several years, and the plan will be updated annually. The committee will be actively involved at every stage in the development of the annual College budget and will present its recommendations in writing to the President, and through the President to the Finance Committee of the Board of Trustees.

The committee shall have the President of SGA, two additional student members appointed by the SGA President, the Dean of the College Community, the Dean of Admissions, the Vice President for Finance, the Vice President for Advancement, the Vice President for College Relations, the Vice President for Administration, the Dean of the Faculty, four faculty members including an FSCC liaison, the Vice President of Information Services, the Director of Financial Planning, the Associate Dean of the Faculty, and two staff members.

22. Public Relations Committee

This committee shall serve as an advisory committee to the SGA Public Relations Director.

The Public Relations Director may appoint an Associate Public Relations Director from the Public Relations Committee. The Associate Public Relations Director shall chair the committee in the absence of

the Public Relations Director. Should the Public Relations Director resign, the Associate Public Relations Director shall act as Public Relations Director until another can be elected.

Should the Public Relations Director step down during an election, the Associate Public Relations Director shall assume that responsibility. Should both step down during an election, the SGA President shall appoint an acting chair.

The committee shall consist of six students. Three shall be Assembly members, two, students-at-large and one a member of SAC Public Relations.

23. Residential Life and Housing Advisory Committee

This committee shall serve as an advisory committee to the Director of Residential Life and Housing and as a liaison between Residential Life and SGA.

There shall be nine undergraduate students. Two should be Housefellows; two, Assembly members; two, House Governors; two, students-at-large. The Chair of Residential Affairs shall also serve on the Committee.

24. Spirit Committee

This committee shall be responsible for planning and carrying out activities to promote and inspire institutional pride on campus. The committee's involvement should include, but not be limited to, varsity sports and arts and entertainment events on campus.

There shall be five undergraduate students. Two should be Assembly members and three, students-at-large. There shall also be the College's Sports Information Director and the SGA public relations director.

25. Student Designed Majors/Minors

This committee reviews applications for student designed majors and approves them.

There shall be two undergraduate students. One should be an Assembly member and one, a student-at-large.

26. Study Away Advisory Committee

This committee shall serve as an advisory committee to the Office of Study Away and shall act as a liaison between that office and SGA to address issues concerning study away.

The committee shall seek ways to improve the application process, accreditation requirements, financial aid, communication, and the problems concerning students returning to campus, such as housing, pre-registration, and new college procedures and regulations.

There shall be six undergraduate students. Two should be Senators and two, students-at-large. The presidents of the sophomore and junior class shall serve on the committee as well. The students-at-large must have studied away.

G. Student Advisory Boards, The Board of Advisory Chairs (BAC)

1. Student Advisory Boards (SABs)

- a. The SABs shall be responsible for ensuring student participation in each academic department of the college. The SABs shall address academic concerns including, but not limited to, issues of tenure, staffing, course evaluations, educational policies and course offerings.
- b. It is suggested that at least two meetings be held each semester with the SAB and the department/program/center Chair.
- c. The SABs shall be presided over by each Advisory Board's Chair/s. Each Chair/Co-Chair shall be responsible for overseeing the functions of his/her advisory board as well as representing his/her advisory board on the Board of Advisory Chairs. It is encouraged that the SAB Chair/Co-Chairs attend at least one faculty department meeting each semester.
- d. The SABs are responsible for conducting course evaluations for the courses that fall under their academic department. The board is responsible for the distribution, overall facilitation and collection of the evaluation questionnaires.
- e. The Athletic Advisory Committee shall serve as the advisory board for the athletic department.

2. The Board of Advisory Chairs (BAC)

- a. The BACs shall address academic concerns common to all advisory boards as well as the student body. The Board of Advisory

Chairs shall serve as the coordinating body of the advisory boards and will represent the student body on academic issues.

- b. The BACs shall be called and presided over by the Chair of Academic Affairs.
- c. The BACs should convene no less than three times each semester
- d. When the BACs must take an official vote, a 50 percent quorum of the Board is required.
- e. Each Advisory Board Chair shall be responsible for attending all meetings of the BACs. Each Advisory Board Chair shall be responsible for initiating and actively participating in issues and projects concerning the BAC.
- f. The BACs may establish ad hoc committees to fulfill specific objectives for issues and projects concerning the Board.

H. Class Officers

Individual classes may sponsor social functions and proposed legislation to the Student Assembly.

All four classes shall have Class Councils consisting of the following voting members: Class President, Vice-President, two Judicial Board Members, and two SAC Class Coordinators. A Senior Class Pledge Chair shall be appointed by the Senior Class President and approved by the Senior Class Council.

The Class President shall preside over the meetings of the Class Council. Meetings shall be called at the discretion of the Class President or upon the request of a voting member.

1. Executive Board of the Class

- a. The Senior Class Executive Board will assume the Alumni Class officer positions for the first five years following Commencement. The Senior Class President becomes the Alumni Class President, the Class SAC Coordinators become Reunion Chairs, the Class Vice President becomes Alumni Class Vice President and Class Treasurer, and Senior Class Pledge Chair becomes the Alumni Class Agent Chair.
- b. The Senior Class Officers must accept or refuse their proposed Alumni Class positions by Spring Break of their senior year. If any officers refuse their class alumni positions, the class will hold an election to fill the vacancies during the spring elections for class officers.
- c. All Class Executive Board members may be impeached and removed from office by the rules similar to those written in Article IV

Section C. A petition of impeachment must be signed by 40 percent of the voting members of the class council.

- d. If a class officer is removed by a vote of confidence, one week must elapse at the beginning of second semester before a new election for that office may occur. The new election shall be supervised by the Election Board as outlined in election procedures in Article V Section E.
- e. If an official is removed, s/he may not hold any elected SGA position until the first meeting of the following academic year's Assembly.
- f. The official shall be replaced as soon as possible by the methods specified in the C-Book.

2. The Class President

- a. The President shall call and preside over all Class Council Meetings.
- b. The President shall serve as a voting member of Student Assembly. There will be no vote on Assembly for the freshmen until the election of a Class Executive Board.
- c. The Senior Class President shall serve as chair of the Council of Class Officers.
- d. The Senior Class President shall appoint the Chair of the Senior Class Pledge Program who is responsible for encouraging classmates' financial support at the college during the senior year and becomes the Class Agent Chair for the first two years following Commencement.
- e. The Class President may be removed from office by a vote of no confidence from the class executive board and a 2/3 vote from the Assembly.

3. The Class Vice President

- a. The Vice President shall perform the duties of President in the absence of the President. Should the Presidency be permanently vacated, the Head Treasurer shall hold the office until a new election for the office can be completed.
- b. The Vice President is responsible for keeping accurate records of all class finances and shall report regularly to the Class Council.
- c. The Vice President is responsible for the class budget and audit reviews.
- d. The Class Vice President may be removed from office by a vote of no confidence from the class executive board and a 2/3 vote from the Assembly.

4. The Class SAC Coordinators

- a. The SAC Coordinators shall represent the class as the elected officials at all college SAC meetings as voting members.
- b. In the event of their absence, each SAC Coordinator is responsible for seeing that a suitable substitute is sent to the SAC Council meeting to represent the class.
- c. The SAC Coordinators shall organize social, athletic, cultural and educational functions for the class.
- d. The SAC Coordinators shall be responsible for posting publicity for all campus activities sponsored by SAC.
- e. The SAC Coordinators shall coordinate participation in all class functions.
- f. Each SAC Coordinator is required to sit on one committee within the SAC and contribute to the planning and organizing of large scale events.
- g. The Class SAC Coordinator may be removed from office by a vote of no confidence from the class executive board and a 2/3 vote from SAC

5. The Class Judicial Board Representatives

- a. The Judicial Board Representatives shall have an equal responsibility to their class and to the Judicial Board according to the specified responsibilities of an Executive Board member and those of a Judicial Board Representative.
- b. The Judiciary Board Representatives are responsible for participation on the Judiciary Board as members of their respective class.
- c. Rules of impeachment and removal from office for Class Judicial Board Representatives shall be identical to those described in Article III Section C-7.

I. House Council

1. The Residential House

- a. The Residential House shall serve as a major unit in the Student Government Association and shall conduct its business through House meetings.
- b. Each residential house shall have a House Council consisting of the House Governor, the House Senator, the House SAC Representative, the floor representative, the freshman representative, the House Environmental Coordinator and the House Diversity Coordinator.

- c. The House Council shall meet at the request of the House Governor or upon the request of a member of the House Council. The House Governor shall preside over the meetings of the House Council.
 - d. House Council shall meet at least once every week.
2. Officers of the Residential House
- a. The House Governor
 - i. The House Governor shall be responsible for overseeing members of the residential house council and ensuring that all members fulfill their responsibilities.
 - ii. The House Governor shall be responsible for presiding over and maintaining the functions of House Council. The House Governor is a non-voting member of House Council.
 - iii. The House Governor shall fulfill his/her their role within the residential house while maintaining the integrity and compliance of house rules, the Honor Code and college regulations.
 - iv. The House Governor shall serve as a voting member during the residential house meetings and shall be responsible for making regular governor and House Council reports to the house.
 - v. The House Governor shall be responsible for the collection of house dues and shall have charge of all house financial matters upon approval of House Council.
 - vi. The House Governor shall be responsible for attending all meetings of the Board of House Governors and serving as an active and voting member of that body. If the Governor is unable to attend a substitute from the House Council may be sent. The substitute will not be available to vote in the Governor's absence.
 - vii. The House Governor may delegate duties to the other members of the House Council as necessary.
 - viii. The House Governor may be asked to sit on campus-wide committees.
 - ix. The House Governor shall attend a mandatory training session in the summer, prior to the start of the academic year.
 - x. The house will elect the House Governor by means of a simple majority vote at a house meeting held each spring semester. In the event of a tie, the members of the house will vote again. If a tie results again, the house shall choose their own means to select the House Governor.
 - xi. The House Governor may be impeached by a vote of no confidence from the House Council paired with a 2/3 vote by the Board of Governors.

b. The House Senator

- i. The House Senator shall act as the elected representative of his/her residential house to the Student Government Association Assembly and shall be responsible for initiating issues and projects during the school year.
- ii. In the event of his/her absence, the House Senator is responsible for seeing that a suitable substitute is sent to the SGA assembly to represent the house.
- iii. The House Senator shall be responsible for all SGA Assembly publications (including SGA On the Can); for informing the residential house through forums or residential house meetings (of which the House Governor has received prior notification) of all campus activities, issues and available positions on SGA subcommittees; and for being aware of residential house opinion.
- iv. The House Senator must attend as a voting member all House Council and residential house meetings and present a report on current SGA assembly concerns at said meetings.
- v. The House Senator shall be responsible for any other duties delegated by the House Council.
- vi. The House Senator shall be required to serve on at least two SGA committees.
- vii. The House Senator has responsibilities as an Assembly member as prescribed in Article III Section A.
- viii. The House Senator may be impeached by a vote of no confidence from the House Council paired with a 2/3 vote from the Student Assembly.

c. The House SAC Representative

- i. The SAC Representative shall represent the residential house as an elected official at SAC meetings as a voting member.
- ii. The SAC Representative shall represent the residential house as an elected official at SAC meetings as a voting member.
- iii. In the event of absence, the SAC Representative is responsible for seeing that a substitute is sent to the SAC meeting to represent the residential house.
- iv. The SAC Representative shall serve as a voting member of House Council.
- v. The SAC Representative is required to sit on one committee within SAC and contribute to the planning and organization of large-scale events.
- vi. The SAC Representative shall be responsible for any other duties delegated by the House Council.

- vii. The House SAC Representative may be impeached by a vote of no confidence from the House Council paired with a 2/3 vote from the SAC.
- d. The Floor Representative
 - i. The Floor Representative shall represent the floor residents of the residential house.
 - ii. The Floor Representative shall serve as a voting member of House Council.
 - iii. The Floor Representative shall keep all floor residents informed of all major activities and issues.
 - iv. The Floor Representative shall be responsible for any other duties delegated by the House Council.
 - v. There shall be a Floor Representative from each floor of the house.
 - vi. The Floor Representative may be impeached by a vote of no confidence from the House Council.
- e. The Freshman Representative
 - i. The Freshman Representative shall represent the freshmen residents of the residential house.
 - ii. The Freshman Representative shall serve as a voting member of House Council.
 - iii. The Freshman Representative shall keep all freshman residents informed of all major activities and issues.
 - iv. The Freshman Representative shall be responsible for any other duties delegated by the House Council.
 - v. The Freshman Representative may be impeached by a vote of no confidence from the House Council.
- f. The OVCS Representative
 - i. The OVCS Representative shall encourage residents to participate in community engagement through informing residents of community learning and volunteer placement opportunities.
 - ii. The OVCS Representative shall serve as a voting member of House Council.
 - iii. The OVCS Representative shall be responsible for any other duties delegated by the House Council.
 - iv. The OVCS Representative shall be advised by members of the OVCS staff.

- v. The OVCS Representative may be impeached by a vote of no confidence from the House Council in consultation with the OVCS supervisor.
- g. The House Environmental Representative (HER)
- i. The HER is appointed to promote and educate the house on specific environmental issues and to encourage environmentally friendly practices within the houses
 - ii. The HER will be supported by the Campus House Environmental Coordinator
 - iii. The HER will advocate environmentally-friendly practices in campus life including those pertaining to energy conservation, water conservation, recycling, and other environmental related issues.
 - iv. The HER shall serve as a voting member of House Council
 - v. The HER shall be responsible for any other duties delegated by the House Council.
 - vi. The HER must attend mandatory weekly HER meetings
 - vii. The HER may be impeached by a vote of no confidence from the House Council paired with a 2/3 vote from the HER council.
- h. The House Diversity Coordinator
- i. The House Diversity Coordinator shall serve as a voting member of House Council.
 - ii. The House Diversity Coordinator shall work to encourage the awareness and appreciation of multiculturalism and diversity through dialogues, programs and bulletin boards.
 - iii. The House Diversity Coordinator shall serve as a resource to individual students in their houses.
 - iv. The House Diversity Coordinators are supported by the Offices of Student Life and advised by the Dean of Multicultural Affairs. The House Diversity Coordinator may be impeached by a vote of no confidence from the House Council in consultation with the House Diversity Coordinator supervisor.

3. Residential House Meetings

- a. Residential house meetings shall be chaired by the House Governor.
- b. Each house meeting shall include the following:
 - i. House Governor's report
 - ii. Housefellow's report
 - iii. House Senator's report

- iv. SAC Representative's report
- v. OVCS Representative's report
- vi. House Environmental Coordinator's report
- vii. House Diversity Coordinator report
- viii. General Announcements

4. House Elections

a. Qualifications of Candidacy

- i. Students running for an office may not be on social, academic or disciplinary probation at the time of self-nomination. Any exceptions to this shall be made by the Dean of Student Life.
- ii. No student may run for an office in which s/he would be serving more than one voting capacity within the same body.

b. The Elections Process

- i. The Housefellow shall hold house elections for the House Senator, House Governor, House Environmental Representative, SAC Representative, and House Diversity Coordinator position at the initial Room Pick house Meeting in the Spring. Should any officer positions not be filled then, the elections for those positions will continue during the first mandatory house meeting in the Fall where the Freshman representative, Floor Representatives, and OVCS Representative will also be elected.
- ii. Quorum of the house must be attained if the election is to be valid. Should quorum not be reached, elections must be postponed until so.
- iii. Any student interested in running for an officer position, upon qualifying as a candidate, must self-nominate to the Housefellow during that meeting.
- iv. The officer position shall be voted upon by a vote of affirmation. Candidates shall be removed from the meeting during this time once their votes have been accounted for.

J. Student Clubs and Organizations

1. Terminology

a. Club

A group composed of and controlled by students with a common interest that, through a clearly defined purpose, creates a product that enhances the quality of life at Connecticut College.

b. Student Organization

Any group whose constitution has SGA approval is a Student Organization. Student organizations must be inclusive to the entire student body, may not have a purpose that duplicates that of another approved organization, and may not threaten the safety and wellness of students.

2. Forming an Organization

- a. Students wishing to form a new student organization should contact the SGA Vice President for a sample constitution and general assistance.
- b. When the prospective student organization has written the Constitution, the founder(s) must present it to the SGA Vice President for review and recommendations. S/he will read the Constitution to make sure it is grammatically and typographically correct, well organized, consistent with other constitutions, and consistent with the definition of a Student Organization.
- c. The Vice President must accept, reject, or make recommendations to the Constitution, through the founders, within one week of receiving it. If there are recommendations, the Vice President will let the founder(s) know and either the recommendations will be made and then resubmitted to the V.P. or a conscious choice will be made by the founder(s) not to use the recommendation(s) and then the V.P. will choose whether the constitution may be rejected. The Constitution may only be rejected, in consultation with the Director of Student Activities, when conditions of being a student organization cannot be met due to the nature of the particular proposed organization.
- d. Upon approval, the SGA Vice President sponsors the Constitution as a proposal on the floor of the Assembly at either of the next two meetings.
- e. The founder(s) are notified about the Assembly meeting date and time and are encouraged to come and present the constitution, represent the future organization, and field questions from the Assembly. It is best if the founder(s) are present before the Assembly, but if this is not possible representatives can be sent on their behalf or, if absolutely necessary, the V.P. may present the Constitution.
- f. On the floor of the Assembly, Formal and Friendly Amendments may be proposed.

- i. Friendly Amendments are amendments that may be agreed upon by both the Assembly and the founder(s), such as grammatical mistakes or typographical errors, and these amendments are accepted during the meeting, and the revised Constitution, if approved, is presented later to the V.P. Constitutions can be approved after friendly amendments in the same meeting.
- ii. Formal Amendments are amendments that change the text and an idea in a constitution. If such changes occur, the prospective organization has until the next assembly meeting to accept and ratify the altered Constitution. The Vice President may extend this time period if extenuating circumstances exist.
- g. If the Constitution is not ratified, a new constitution may be resubmitted in the future to the Vice President.
- h. The Assembly may reject a constitution only if one or more of the following is true: the Constitution has grammatical and/or typographical errors; the purpose of the organization duplicates that of another existing club and the duplication is not beneficial; the organization threatens the safety and wellness of students; the constitution's content does not reflect an organization controlled by students with a common interest who, through a clearly defined purpose, seek to create a product that enhances the quality of life at Connecticut College; the club does not follow the college's anti-discrimination clause.
- i. If an organization operates in violation of its Constitution, the Vice President will make a proposal to the Student Government Assembly for punitive action. Punitive action beyond freezing the club's account for one week requires a 2/3-majority vote of the Assembly.

III. Policies

A. Parliamentary Authority

In addition to the rules and procedures provided in the by-laws of the Student Government Association, the rules contained in Robert's Rules of Order (revised) shall apply to this organization as seen fit by the President.

B. Term of Office

The term of office for all Student Government Officers (except Freshmen Class Executive Board Officers and Residential House Representatives) shall be from Commencement to Commencement or until such time that new officers are inaugurated.

Class Executive Board Officers, Sophomore, Junior, and Senior Class Representatives shall serve from the time of their election in the Spring Semester (Fall Semester for Freshmen Executive Board Officers and House Representatives) until Commencement.

C. Policy for the Impeachment and Removal of a Member of the SGA Executive Board

1. Method of Recommendation

The President and all elected Executive Board members may be impeached for misuse of funds, acting contrary to the Student Government Association Constitution, taking actions contrary to a legislative act of the Student Assembly, or gross misconduct related to the specific board member's office.

- a. In the case of the President, a petition containing reasons for impeachment signed by 40 percent of the total voting members of the Assembly or 10 percent of all matriculated full-time undergraduate students, shall be given to the investigative subcommittee.
- b. For the Vice President, a petition containing reasons for impeachment signed by 40 percent of the voting members of the Finance Committee shall be given to the investigative subcommittee
- c. For the SAC Chair, a petition containing reasons for impeachment signed by 40 percent of the voting members of SAC shall be given to the investigative subcommittee.
- d. For Judicial Board Chair, a petition containing reasons for impeachment signed by 40 percent of the voting members of the Judicial Board shall be given to the investigative subcommittee.
- e. For the Chair of Academic Affairs, the Public Relations Director, and the Chair of Diversity and Equity, a petition containing reasons for impeachment signed by 40 percent of the Assembly shall be given to the investigative subcommittee.
- f. For the Chair of Residential Life, a petition containing reasons for impeachment signed by 40 percent of the Board of Governors shall be given to the investigative subcommittee.

2. Method of Impeachment

The investigative subcommittee shall be composed of all Class Presidents and five House Senators drawn by lot and shall be chaired by the Senior Class President. The committee is responsible for the determination of impeachment and needs a majority in support. The

committee may ask the accused and any others to report to the committee.

3. Method of Removal

- a. Ten days after receipt of a petition containing articles of impeachment, the joint investigative subcommittee shall report its findings and recommendations to an extraordinary public session of the Assembly where at least 2/3 of the total membership shall be present. After the investigative subcommittee reports its findings and recommendations about removal to the extraordinary public session, discussion will be held.
- b. The Chair of the Judiciary Board shall act as a voting presiding officer of the above extraordinary public session, if the Chair of the Judicial Board is the accused, a senior voting member of the Judicial Board shall act as a voting presiding officer of the extraordinary public session.
- c. The discussion shall be conducted in the same manner as the Judiciary Board trial. Robert's Rules of Order shall be used to conduct the meeting and the SGA Parliamentarian can be assigned, along with the Judicial Board presiding officer, will assist those unfamiliar with Robert's Rules of Order.
- d. The testimony shall be open to the public, but the deliberations shall be made in a closed executive session without the accused present. The Executive Board member shall have every opportunity to defend himself/herself against all charges.
- e. A 2/3 vote of the Assembly voting members is required to remove the Executive Board member.
- f. The decision shall be made public. The minutes of the deliberations shall be made available after a majority approval of the minutes by the Assembly.

4. Repercussions for the Executive Board Member

- a. If an official is removed, s/he may not hold any elected SGA position until the first meeting of the following academic year's Assembly.
- b. The official shall be replaced as soon as possible by the methods specified in the C-Book.

D. Succession

1. Should the SGA Presidency be vacated, the Vice President shall assume the duties of President. A new Vice President shall be nominated by the Executive Board and approved by a 2/3 majority vote of the membership of Student Assembly.

2. Should the Vice-Presidency be vacated, a new Vice President shall be nominated by the Executive Board of Student Government and approved by a 2/3 majority vote of the Student Government Assembly.
3. Should the Chair of the Judiciary Board be vacated, a new Chair shall be nominated by the Executive Board of the Student Government Assembly and approved by a 2/3 majority vote of the Student Government Assembly. The Executive Board is to give special consideration to individuals with Judiciary Board Experience when appointing a new chair.
4. Should the Chair of SAC be vacated, a new chair shall be nominated by the Executive Board of SAC and approved by a 2/3 majority vote of the Student government.
5. Should the Public Relations Directorship be vacated, a new Public Relations Director shall be nominated by the Executive Board of Student Government and approved by a 2/3 majority vote of Student Assembly.
6. Should the Chair of Residential Affairs be vacated, a new chair shall be nominated by the Executive Board and approved by a 2/3 vote of the Board of House Governors.
7. Should the Chair of Diversity and Equity be vacated, a new chair shall be nominated by the Executive Board and approved by a 2/3 majority vote of the Student Government Assembly.
8. Should the Chair of Academic Affairs be vacated, a new chair shall be nominated by the Executive Board of Student Government and approved by a 2/3 majority vote of Student Assembly.
9. Should neither the President nor the Vice President be able to chair a meeting, a vote of the available members of the Executive Board will determine who will Chair the meeting.

IV. Operations

A. Amendments to the C-Book

1. An amendment to this constitution may be passed by a two-thirds vote of the Student Assembly.
2. An amendment must also be ratified by a referendum of the Student Body.
 - a. All matriculated students may vote in such a referendum.
 - b. The Public Relations Director of SGA shall coordinate the referendum.
 - c. The referendum must be well publicized and held in an area that is easily accessible to students.
 - d. Voting must be held for at least two consecutive days, for at least five hours each day. The exact voting schedules shall be

established and publicized prior to the referendum by the Public Relations Director of SGA.

- e. The Student Assembly may render the results of a referendum invalid by a two-thirds vote if requirements a-d are not met.
3. The Student Assembly may override the requirement for a referendum for ratifying an amendment. To do so, a separate resolution must be introduced for that purpose.
 - a. Such a proposal required a four-fifths vote of the Student Assembly to pass.
 - b. The President of the Student Government Association may veto a proposal to override the referendum requirement.

B. Financial Process

1. Terminology

a. Accounts

Each organization will have three accounts, named the Fundraising Account, the Allocation Account, and the Expense Account. The Finance Committee monitors all accounts. The Fundraising Account is money earned by the organization and is less stringently monitored. The Allocation is specifically for money allocated by the Finance Committee. The expense account shows expenses.

b. General Fund

All money not allocated for Traditional Events and Operating Expenses Funding.

2. Funding Eligibility (Student Organizations)

a. In order to be eligible for SGA funding all clubs must have completed the following:

- i. An organization must have an approved SGA Constitution.
- ii. An organization must be registered with the Office of Student Life
- iii. An organization must open an account with the Student Organization Funds Office (SOFO).
- iv. The President and Treasurer of an organization must have attended a mandatory training session.
- v. The Treasurer of an organization must attend a mandatory SOFO training workshop.

b. Budget Submission

- i. All budgets must be submitted using the Finance Committee approved form.
- ii. All forms must be submitted by the date set forth by the Finance Committee.
- iii. In order to be eligible for funding the Treasurer of an organization must be present at the Finance Committee meeting. In the case of the Treasurer's absence, the President shall assume their responsibility of attendance.

3. Funding Eligibility (Clubs)

Clubs are eligible to request SGA funding specifically for events open to the entire student body and must follow the procedures set forth for Budget Submission in section 2b.

4. Traditional Funding

a. Establishing Traditional Events

- i. Events may be placed on the Traditional Events List through the approval of the finance committee after occurring for three consecutive years.

b. Process

- i. Traditional Funding will occur annually in the Spring Semester for both the Fall and Spring Semesters of the following year.
- ii. Budgets for each semester will be presented as separate entities but simultaneously to the Committee.

5. General Funding

- a. In order for a request to be considered at the first Finance Committee meeting of the semester requests must be submitted no later than the last Friday of September (for the Fall Semester) and the first Friday in February (for the Spring Semester). Requests received after these dates will be considered at the Finance Committee's discretion.
- b. Standard Form must be submitted
- c. Finance Committee deliberations are closed
- d. In reviewing requests, the Finance Committee shall include, but not be limited to, the strength of request as criteria in allocating funds.

The Organization's Fundraising account balance may not be considered.

- e. Any request over \$1000 granted must be approved by the SGA Assembly. Assembly reserves the right to inquire the balance of the General Fund at any time.
- f. Finance Committee may not allocate more than one-sixth of the General Fund of the Student Activities Fund in one month without Assembly approval.

6. Classes

- a. The Classes are automatically given the following Allocations each year:
 - i. Freshman Class: 0.6% of the Student Activities Fund
 - ii. Sophomore Class: 1.5% of the Student Activities Fund plus Senior Dinner: 0.75% of the Student Activities Fund
 - iii. Junior Class: 2.6% of the Student Activities Fund
 - iv. Senior Class: 4.5% of the Student Activities Fund
- b. Class Account balances are transferred to the Class Gift Account at the end of each fiscal year.
- c. The Classes are required to provide an outline of expenditures for the upcoming year to be approved by the Finance Committee. Exceptions may be determined by the Finance Committee.

7. Student Activities Council

- a. The Student Activities Council is automatically allocated 28.5% of the total Student Activities Fund each year.
- b. The SGA Vice President, Finance Committee, and Student Organizations Office shall be responsible for monitoring all Student Activities Council expenditures.

8. Annual Student Activities Fund Increases

The Finance Committee shall determine how the Annual Student Activities Fund Increases are distributed among Traditional events and the General Fund.

9. Regulation of Spending

- a. Determination of Expenditure Guidelines
 - i. Finance Committee determines the Organization Expenditure Guidelines.
 - ii. Finance Committee brings Organization Expenditure Guidelines to the Assembly floor for approval. This proposal may be changed on the floor.

- b. Monitoring Expenditures
 - i. SOFO shall monitor all accounts of an organization throughout the year.
 - ii. Any organization which has spent less than allocated on a Traditional Event shall return the excess.
 - iii. Any organization which has spent less than allocated for a Nontraditional Event, an Unexpected Expense or a Capital Expenditure shall return any excess to the General Fund, for use by other Nontraditional Events, Unexpected Expenses or Capital Expenditures.
 - iv. Any organization that overspends on a Traditional Event, Nontraditional Event, or a Capital Expenditure is expected to make up the difference with its Fundraising Account. Overspending on an Unexpected Expense may be remedied by applying to the General Fund.
 - v. Any Organization demonstrating a debt at the end of a semester will be expected to make up the difference with its Fundraising Account. If this is not possible, Finance Committee may repossess funds next semester, or place the organization on Financial Probation with Assembly approval. Financial Probation requires the Vice President's approval for every expenditure.
 - vi. Funds donated to an Organization by College Departments or outside sources are deposited into the Fundraising Account.

C. Student Leadership Awards

1. Jay Levin '73 Award

Named after an alum and a trustee who was the first person to serve two years in a row as President of SGA. Voted on by the Senators and Class Presidents and given to a member of the SGA Executive Board, excluding the President, in recognition for exemplary performance throughout the year. The recipient of this award has demonstrated service to the College through outstanding effort in his/her position on the Board.

2. Margaret Watson Award

Named after a former Director of Student Activities who served the College in that capacity during the 1970s and 1980s. The SGA Executive Board recognizes a member of the Assembly for outstanding leadership and performance throughout the year.

3. Rising Star Award

The SGA Executive Board recognizes a first year member of the Assembly who has demonstrated potential for future leadership within SGA.

4. Hampton Award (established in 1995)

Given to a senior who has made significant contributions to the quality of life on the College Campus. This student strives for excellence in his/her education, taking advantage of educational opportunities that extend beyond traditional classroom learning. The recipient brings out the best in others and s/he is never driven by selfishness or pettiness. A person of high integrity, the recipient is motivated only by a sense of responsibility to work hard and achieve good things for the College community. The Office of the Dean of Student Life selects the recipient in consultation with the academic deans.

5. Student Government Association's Exemplar Award: (established in 1999)

This award is presented to person(s) whom the student body has deemed to have shown extraordinary commitment to humanity, courage, and leadership. People who have contributed to world peace issues shall be considered for this award. There is no specific frequency to the distribution of this award, but it should not be presented so often that it will lose its significance. The Assembly will hear a proposal for the recipient(s) of this award and the award will be given if there is a majority vote.

Any new awards are established by a proposal and decided upon through a majority vote by the Assembly.

D. SGA Endowment Fund

The Student Government Association Endowment Fund was established by SGA leaders in the spring of 2003, and approved by the 2002-2003 SGA Assembly. Incorporated within the College's Endowment, the SGA Endowment Fund will be subject to the same endowment spend rule as established annually for the College by the Board of Trustees. This fund is a restricted account, the spend rule from which is to be applied as described herein. The revenue generated shall be annually allocated to a deserving event, group or cause that the Assembly deems worthy. This money may not be automatically distributed to the general revenue pool of the College or by the SGA Finance Committee, but may, however, be used for such purposes if the Assembly feels that the needs in either of

these areas is greater than that of any other proposed spending idea. Proposals for allocation of the revenue generated by the spend rule of the SGA Endowment Fund may be brought to the SGA President, in consultation with his/her Executive Board, will decide the process by which each or all proposals will be brought to the Assembly floor, and will do so in a fair and time respecting manner. The proposal must be approved by a 2/3 vote of the SGA Assembly. Changes to the structure and function of the SGA Endowment Fund may be made only in consultation with the College's Vice-President for Finance, Vice-President for College Advancement, the Dean of the College and the Dean of Student Life and require a 3/4 vote of the SGA Assembly.

E. Elections

1. Election Board

- a. The Election Board shall have jurisdiction over all Student Government elections at Connecticut College.
- b. The Election Board shall coexist as the Public Relations Committee, the Public Relations-Director acting as Chair.
- c. Any Election Board member running for office must abstain from serving in his/her capacity as an Election Board member during that election. Substitutes for this position may be appointed by the Public Relations Director, subject to SGA Assembly approval.

2. Rules for the Elections of the Young Alumni Trustee, the Executive Board of Student Government, and the Class Executive Boards

a. Qualifications of Candidacy

- i. All students running for any office, with exception to fall-semester Freshman Class election and the Young Alumni Trustee election, must have a cumulative Grade Point Average of at least 2.50 at the time of self-nomination.
- ii. Students running for any office may not be on probation or residential suspension at the time of self-nomination.
- iii. No student may run for an office in which s/he would be serving more than one voting capacity within the same body.
- iv. All candidates must officially declare their candidacy with the Public Relations Director prior to campaigning so they may be given the election guidelines.
- v. Any candidate who does not self-nominate during the official period may run as a write-in candidate. Write-in candidates must follow all election regulations, but will not be permitted campaign privileges or participation in campaign events.

- vi. Waiver of the above Qualifications of Candidacy will be considered by the Public Relations Director and the Student Government President, in consultation with the Dean of Student Life.

b. The Elections Process

- i. A detailed elections process must be submitted to the Student Assembly by the Public Relations Director in the form of a proposal for approval. The elections process must be approved by the Student Assembly prior to any election.
- ii. The elections proposal must include: an accurate schedule of dates and events, an information session for perspective candidates, at least one public forum for candidate review, and a public announcement of election results.
 - a). The election self-nomination period should last at least three consecutive days.
 - b). The student campaign time should extend no longer than two consecutive weeks.
 - c). The voting period should be at least two days in length.

c. Campaigning Regulations

- i. Campaigning is defined as “any method employed by a candidate to inform students about his/her campaign and candidacy or to persuade students to vote for them.”
- ii. Detailed campaign restrictions must be included in the Elections Process proposal submitted to the Student Assembly by the Elections Board for approval.
- iii. Campaigning may begin immediately upon a candidate’s self-nomination, and may continue through the voting period. During the voting period; candidates may not campaign in the voting center.
- iv. Candidates retain the option of participation in any campaign events; such as campaign speeches or contact sessions. Candidates also retain the option of participation in the College Voice election preview.
- v. Candidates may be disqualified or penalized by the Public Relations Director if any of the approved election process rules are violated. A disqualified candidate may appeal to the Election Board, which may overturn a decision by a two-thirds majority vote.

d. Voting and Polling Procedures

- i. All matriculated students may participate and vote once per open position in an election, providing that election is not restricted to a certain class.
- ii. Each position shall have a quorum of 50 percent plus one to constitute a valid election. Balloted abstentions and write-in votes shall be counted towards quorum.
 - a). The number of votes cast may be counted but not tallied or projected during the voting period. If the votes are tallied or projected during the voting period the election is invalid.
 - b). If quorum is not met in the approved voting period, the Elections Board may extend the voting period by a majority vote.
 - c). Failure to reach quorum after an election will result in the running of a new election, at a date to be determined by the Elections Board.
- iii. The election regulations must be posted for the voters at the polling place.
- iv. Two or more people should staff the polling place at all times. The Election Board may deputize members of Student Assembly, Class Council, Board of Governors, Student Activities Council or Judicial Board to work as auxiliary workers.
- vi. Students have the right to cast their ballot in complete privacy. Therefore any campaign material should be removed from the immediate polling area during the voting period.
- vii. Election Board members or auxiliary workers attending the polling place may not endorse any candidate or influence the way in which a voter casts his/her vote.
- viii. Election workers must ask to see identification from any student they cannot identify, verifying and checking off these names from a class list.
- ix. Candidates must be listed on the ballots in a randomly drawn order.

e. Ballot Counting

- i. The ballots will not be tallied until the Public Relations Director declares the voting period to be over. Polling may not be continued once an election has been declared over.
- ii. Write-in votes for unqualified candidates will not be considered and will count as abstentions
- iii. Prior to the public announcements of elections results, the Election Board must verify the vote count totals
- iv. In the case of a tie in an election between all declared candidates, the tied candidates shall have a run-off election, to

be administered by the Election Board immediately following the election.

- v. All candidates have the right to request a recount of the vote. Candidates may be present as observers during a recount.
- vi. All blank and used ballots are to be kept by the Public Relations Director for at least one week following the elections. The ballots may be disposed of thereafter.

f. Specific election Schedules and/or Regulations

i. Freshman Class Executive Board Elections

- a). All qualified Freshmen may declare candidacy for class officer positions.
- b). Freshmen Class election process is to begin no sooner than three weeks after the first day of classes.

ii. Class Executive Board Elections

- a). All qualified Freshmen, Sophomores and Juniors may declare candidacy for their respective class officer positions.
- b). Class elections are to begin the week following SGA Executive Board Elections.

iii. Student Government Association Executive Board Elections

- a). All qualified Freshmen, Sophomores and Juniors may declare candidacy for an SGA Executive Board officer positions.
- b). SGA Executive Board elections are to begin the week following spring break, or as decided by the Student Assembly.

iv. Young Alumni Trustee Elections

- a). All qualified second-semester Seniors may declare candidacy for the position of Young Alumni Trustee.
- b). Young Alumni Trustee elections are to be held in conjunction with SGA Executive Board Elections.
- c). If more than three students officially run for the position, a run-off election will occur. The three students with the highest vote totals will be the final candidates in an election occurring the week of Class Executive Board elections.

g. The Invalidation of an Election

- i. Any student may raise questions regarding the validity of an election to the Elections Board. The Elections Board may suspend an election by majority vote if they decide improprieties have been committed which potentially change the outcome of that election.
- ii. In the event that the Elections Board suspends an election, the Student Assembly may invalidate an election by a majority vote and determine the conditions under which the elections will be completed.

h. Questions

Any questions regarding election rules, regulations or process not covered in the C-Book should be addressed to the Public Relations Director.

3. Student Advisory Elections

a. Qualifications of Candidacy

- i. All students running for a Student Advisory Office must have a cumulative Grade Point Average of at least 2.50 at the time of self nominations.
- ii. Students running for any office may not be on social, academic or residential probation at the time of self nominations
- iii. Waiver of the above qualifications will be considered by the Public Relations Director and the Chair of Academic Affairs, in consultation with the Dean of Student Life.

b. The Election Process

- i. Each academic department shall have a Student Advisory Board, comprised of student majors and/or minors of that department, as described in Article I-D-1 of the SGA by-laws. The number of major/minors elected per department is at the discretion of the Chair of Academic Affairs in consultation with each department.
- ii. At the beginning of the fall semester the Chair of Academic Affairs, in consultation with the Elections Board, is to arrange for the election of an advisory board for each specific department. These elections shall be completed within three weeks of the semester's beginning.

c. Questions

Any questions regarding election rules, regulations or process not covered in the C-Book should be addressed to the Public Relations Director.

V. Bill of Rights

The Student Government operates under the guidelines of the Student Handbook which can be found on Camelweb