



Gordon College Student Association Bylaws

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Title I: Senate of the Student Body

Chapter 1 – Composition of the Senate

Section A – Introduction

The **GCSA** Constitution provides that the Senate is composed of two Senators from each class. These Senators are the president and vice-president **of** each class. The Constitution recognizes four different class standings as legitimate. These standings are first-year, sophomore, junior, and senior. This brings the number of Senators to eight in total. Herein, the term “Senator” is considered to mean the president or vice president of a certain class.

Section B –Definition of a Student’s Class

For the sophomore, junior, and senior class standings, a student shall be eligible to run for a certain class if they are able to justify in their ballot application that they are a member of or are fit to represent the desired class either through credits, cohort entered with, or planned year of graduation. For the first year standing, a student shall be eligible to run if it is their first year at a four-year collegiate institution and the student will be 20 years of age or less on the day elections conclude. Students with their birthdays on the day of elections will be considered overage.

Chapter 2 – Organization of the Senate

Section A – Oath of Senators

The oath of office is administered to each Senator-elect by the President at the beginning of the first Senate meeting and other times when a new Senator is elected. Senators are required to affirm to faithfully serve the student body, to carry out all the duties of office, and abide by the Constitution of GCSA and all policies thereof.

Section B – Regular Meetings of the Senate

Whenever the Senate is in regular session, the Senate meets weekly. The Fall Session begins in the third week of classes and dissolves the week prior to final examinations, in accordance with the academic calendar, unless the Senate chooses to extend the session. The Spring Session begins within the first two weeks of the Spring Semester, and shall dissolve the week prior to final examination, unless the Senate chooses to extend the session.

Section C – Special Meetings

At the call of the President, or by petition of at-least four senators, a special meeting may be called at any time, regardless of whether the Senate is in Regular Session.

Chapter 3 – Purpose, Functions, and Requirements of Senators

Section A – Purpose of Senators

A Student Senator actively works to foster meaningful engagement between Student Government and the Student Body by building relationships with students in their class constituency. By doing so, the Student Government is visible and accessible to the student body, can collect data and student feedback on campus issues, and can use this information to support meaningful initiatives and advocate on behalf of students.

Section B — Appointment of Liaisons

The President and Vice President **of each class** shall appoint 3 liaisons for their class. These liaisons shall assist the President and Vice President in serving the needs of their class through regular interaction with students. Liaisons shall serve as extensions of GCSA's goal to forge relationships with students and to serve student needs. They shall be a part of a Senate committee and attend those weekly meetings. Liaisons must be members of the class which they serve and must be in good standing with student life. The justification of a Liaison's class standing shall be approved by the **Executive** President and Vice President.

A liaison may not, at any point during their time as Liaison, execute the exclusive senatorial functions or duties of the President or Vice-President of a class. The Liaison does not have any privileged claim to the role of class President or Vice-President should the President or Vice-President step down.

Section C – Function and Duties of Senators:

Senators have the following functions and duties:

- 1) Regularly participate in class community events to build a relationship of trust and get to know individual students.
- 2) Actively engages with students in their class in an informal manner.
- 3) Collaborates with other students and administrators on initiatives to respond to student needs.
- 4) Actively participates in one of the four main Senate Committees (Student Life, Academic Affairs, Spiritual Formation, or Intercultural Engagement)

Senators have the following functions and duties which may not be carried out by proxy by a Liaison.

- 5) Host **official** “office hours” or other forms of availability on campus, outside of a residence hall, to engage with students and hear feedback about campus issues
- 6) Meets on a regular basis, no less than once every other week, with their class council.
- 7) Prepare, in cooperation with their co-representative, a monthly report for the Student Senate concerning the issues facing their fellow students.
- 8) Participate in weekly meetings of the Student Senate
- 9) Lead one of the four main Senate Committees (Student Life, Academic Affairs, Spiritual Formation, or Intercultural Engagement)

Section D – Eligibility Requirements for Candidacy and term of office:

All elected class representatives, both as a candidate and during their term of office must be in good academic standing (currently set at a grade point average of 2.5 and above) and be in good standing with Student Life. A candidate who is planning on being an RA for the upcoming year must **only run for office** with the permission of the RD which they will serve under. As determined by the Office of Student Life, students on probationary status are ineligible to serve as a Senator. Academic and Student Life requirements may be waived on a case-by-case basis at the discretion of the Dean of Student Engagement & Leadership and the Dean of Student Life. Any class president or class vice president should not plan to study abroad in the fall or spring of the term that they serve in.

Chapter 4 – Rules of the Senate

Section A – President of the Senate

As specified in the Constitution, the **Executive** President of the Student Body is the President of the Senate.

The President presides at each meeting of the Senate but may on occasion defer to the Vice President to perform the duties of the presiding officer in their absence. Should the vice president be unavailable to perform the duties of presiding officer, then the most senior member of the

executive team is to perform the duties. If all members of the executive team are unavailable or unwilling to serve, the most senior class representative shall assume the role.

Section B – Rules of Order

Meetings of the Senate shall be governed by Robert's Rules of Order, but the presiding officer shall have the authority to provide for such informality as appropriate, with the consent of the Senate.

Section C - Order of Business

All members of Student Government and members of the student body should submit proposed agenda items to the Executive **Vice President** at least **1 day** prior to each meeting. The Executive **Vice President** will then, under the direction of the President, prepare a draft agenda, which will be made available to the Senate and the student body in advance of each Senate Meeting.

The adoption of the proposed agenda shall be considered at the beginning of each meeting, prior to any reports or the transaction of any business, and shall nonetheless be subject to such alterations as the Senate may decide and shall be the binding order of business for the meeting upon its adoption.

The Agenda may include formal items of business as well as informal items. The purpose of this is to provide for healthy balance between formality when needed, and informality when appropriate.

Section D - Formal Business

Formal agenda items such as the roll call, approval of the minutes, reports, unfinished business, and new business, are provided for under the *Standard Order of Business* from RONR. These must be included on the agenda. All motions (legislation) fall under the category of business and should be placed under New Business as provided for in RONR.

Section E - Informal Business

Other items may be placed on the agenda that are more informal. This includes Open Forum and any discussion topics. The purpose of these agenda items is to provide a place on the agenda for moderated discussion without the need for a formal motion to be pending. The agenda may provide certain time constraints for these items.

Section F – Consideration of Presidential Nominations

In accordance with Article II of the Constitution, the presidents' **executive** appointees require Senate Confirmation **and the oath of office** before they may assume office. Therefore, when the President wishes to fill an appointed position, they must submit a nomination to the Senate for them to consider. Customarily, the nominee should be present at the Senate meeting to answer any questions that the Senate may have for the nominee. However, this is at the discretion of the Senate.

To prepare for a seamless transition into each Presidential administration, the President-Elect can submit their nominations for their incoming administration. The Senate will consider these nominations by the same process for the consideration of Presidential Nominations. If the Senate confirms the nomination, the nominee shall assume the respective office at the beginning of the next term.

Section H – Office Vacancies

If any appointed or elected office is vacant by reason of resignation, removal, or election unfulfillment, the Executive President may appoint, with the unanimous consent of the Senate, a **willing** student to assume that office for the remainder of the term.

Section G – Appearance Before the Senate

The Senate can require any student who is a member of GCSA (student organization member or student government member), to attend any meeting of the Senate to provide a report or an account for a matter pertaining to any GCSA organization or entity.

Chapter 5 – Legislation

Section A – Purpose & Classes of Legislation

Legislation is the way that the Student Senate makes Student Government decisions. The Constitution gives the job of legislating to the Senate. Legislation is generally divided into two types: (1) GCSA bylaws (this document), and (2) General Legislation.

- **The GCSA Bylaws** – these bylaws are the organized collection of the standing public legislation that outlines policies and guidance, organizational structure of GCSA, job descriptions and roles, and procedures for governance and elections. If the Senate wishes to make changes to how things are done in GCSA, they can pass a bill to make changes to the bylaws.
- **General legislation** - carries the same force and weight of the bylaws but is not included in the bylaws. This includes, but is not limited to:
 - Budgets
 - Student Organization Charters

- Resolutions

Section B – Amending the GCSA Bylaws

Amendments to these bylaws may be enacted by a bill in the Senate. The bill should specify all the proposed amendments, including the title, chapter, and section references in these bylaws. After the bill passes the Senate, it must be presented to the President for their approval or veto. If the President approves of the bill, or in the case a successful veto override, the Executive **Vice President** will then edit the bylaws to reflect the approved changes. If the President does not approve the bill and the Senate does not override the veto, no changes will be made to the bylaws.

Chapter 6 – Regularly Meeting Standing Committees of the Senate

Section A – Committee of Student Life

The Committee of Student Life is a function of the GCSA Student Government, dedicated to advancing the wellbeing and desires of the student body as a whole. The purview of the Committee is all matter of the student experience not addressed by the Academic Affairs Committee, Intercultural Engagement Committee, or Spiritual Formation Committee. The committee may, however, act in conjunction with those bodies should a given situation arise. The Student Life Committee meets student needs, ready to be in conversation with all campus Offices, including but not limited to the Chapel Office, the CSCW, and the Office of Student Life itself, while also taking on a position of advocacy for members of the student body who would not be represented by the Intercultural Engagement Committee.

Section B – Committee of Academic Affairs

The Committee on Academic Affairs works to enhance student success by promoting academic initiatives and lobbying for changes in policy at the administrative level. The committee will work closely with faculty committees, the Office of Academic Initiatives, and other institutional leaders to ensure that the academic program of the college is serving student needs.

Section C – Committee of Intercultural Engagement

The Committee on Intercultural Engagement monitors the colleges' development and implementation of programs and services which offer support, advocacy, engagement, and a sense of belonging for students from historically marginalized and excluded identities. In collaboration with key campus partners and MIO leaders, the committee promotes the wellness for BIPOC and other historically marginalized students, utilizing an intersectional perspective.

Section D – Committee of Spiritual Formation

The Committee of Spiritual Formation exists to serve and improve the spiritual development of the student body. The committee works with the Chapel office to provide student feedback and ideas on Chapel functions.

Section E – Standing Committees With Ad Hoc Meeting **Introduction**

In GCSA, there are certain committees which shall have standing membership, but will only meet when a specific issue which falls under their jurisdiction arises. Senators may hold dual membership with a regular standing council. All other requirements for membership are the same as the regular committees. These committees will meet at the call of the Executive President or the Chair of the committee.

Section F – Committee of Dining Services

The Committee of Dining Services will facilitate student feedback to Dining Services regarding food quality, options, and general policies, as well as collaborate on projects to improve the student experience regarding food.

Section G – Student Venues Council

The Student Venues Council shall be concerned with the various student study, event, and recreation spaces on campus. They will collect student feedback and recommend the Senate to fund various initiatives for purchasing items and renovations to improve campus.

Chapter 7 – Committee Membership

Section A – Committee Chairs

The President will select a senator to chair each of the four standing committees. The President will base these selections on the information submitted in the Committee Preference Questionnaire. The President must consider a variety of factors when making committee chair selections, including class standing, faculty and personal references, and professional qualifications.

Section B – Committee Membership

The President shall, having consulted with the members of the Senate, and having evaluated the Committee Preference Questionnaires that were submitted by the Senators, will assign each Senator to a standing committee. Each committee must have at least two Senators. Additional students who are not Senators, may be appointed by the President or the committee chair to serve on committees with the approval of a simple majority vote of the Senate.

The Senate may, at its discretion, alter the membership of any committee by bill or resolution.

Section C – Meetings & Business

Each regular standing committee must meet on an at-least-weekly basis at a date and time determined by the Chair. Each meeting must have an agenda, which shall have been drafted by the Chair in consultation with the members. The Chair is responsible for facilitating discussion on each agenda item and ensuring that the full committee can actively participate.

Title II: Office of the Student Body President

Chapter 8 – Purpose and Function of the President

Section A – General Purpose

The Student Body President is the chief executive officer of the Gordon College Student Association and is the primary representative of the students to the college administration. The President's authority is derived from the GCSA Constitution, these bylaws, and includes responsibilities for all GCSA managerial affairs. The president is responsible for leading this association, carrying the student-centered Mission Statement, supporting the work of the Student Senate, and serving as the GCSA's key spokesperson.

Section B – Functions & Duties

The President is responsible for:

- (1) Serving as an effective agent of the Student Body by serving as their key spokesperson to the leadership of Gordon College and other outside entities. The President does this by meeting regularly with president of the college, members of the college cabinet, and other institutional leaders.
- (2) Leading the development of the GCSA's long and short-term strategic goals and priorities and effectively communicating and implementing them across the association.
- (3) Providing guidance to the **Director of Clubs** to ensure that GCSA is meeting its objectives for supporting and overseeing student organizations.
- (4) Supervising and directing the work of all executive officers, including the directors of clubs, finance, and communications.
- (5) Providing leadership and support to the Student Senate, by chairing meetings of the Senate, coaching Senators on their initiatives and projects, and assigning Senators to serve on the various committees.

- (6) Carrying out the Presentment and Veto Provisions of the Constitution, by reviewing all legislation passed by the Senate to ensure it is Constitutional, consistent with GCSA's mission, and is in the best interest of the Student Body.

Chapter 9 – Presidential Disability, Removal, and Succession

Section A – Introduction

This chapter provides additional guidance and procedures to support the Constitution's provisions on presidential disability, removal, and succession.

Section B – Temporary Disability of the President

If the President is unable to carry out their duties, they will send a notice, addressed to the Senate, stating that the President is unable to carry out the duties of President. The President is not constitutionally required to state the reason or for how long they will be absent; however, the President may include this information at their discretion.

While on leave, the President still holds the Office of President; however, all duties and powers of the presidency are temporarily carried out by the Vice President as Acting President. In the case that the Vice President is not able to act as President, the most senior executive officer who is available, shall be Acting President.

When the President notifies the Senate that they can resume their duties, the powers and duties of the Presidency immediately return to the President.

Section C – Removal and Resignation of the President

- Subsection A – In the case of the removal or resignation of the President, the Vice President of the Student Body, except as provided by Subsection B, will assume the Office of the President.
- Subsection B - If the Executive Vice President cannot assume the presidency, the following shall occur:
 - The most senior officer shall temporarily serve as Acting President
 - The Senate must, at its earliest ability, elect a replacement for the rest of the term.

Section D – Seniority Defined

For the purposes of this chapter, seniority is defined by the length of cumulative service in Student Government. In the event that two or more officers are of equal length of cumulative service, the officer with higher class standing shall be considered to have higher seniority.

Chapter 10 – Duties of the Vice President

Section A – General Purpose

The Student Body Vice President is the principal deputy to the Student Body President. The Vice President assists the president in **representing** the student body to the college administration and other external entities.

The Vice President also has the duty of being the executive secretary of GCSA. The Executive Vice President carries out the administrative functions of the Student Government to maintain the association's professional excellence, efficiency, and organization. Additionally, the position serves as Student Government's official clerk, historian, and archivist. By carrying out these functions in a professional manner, the Student Government can respond to the needs of student body in a spirit of service and transparency.

Section B – Functions & Duties

The Vice President is responsible for:

- 1) Supporting and advising the President on all presidential responsibilities
- 2) Serving as Acting President when the President is unable to perform the duties of the presidency
- 3) Maintains the integrity, legitimacy, and appropriate transparency of GCSA Student Government by preserving and producing accurate records of business, reports, legislation, and election documentation.
- 4) Ensures that Student Government is serving our constituents by responding to incoming email and referring constituents to appropriate student government officers to ensure that their business is handled in a professional manner.
- 5) Updates the GCSA bylaws with amendments passed by the Senate and signed by the President.
- 6) Preserves an historical narrative of GCSA and other useful information by serving as the Historian and Archivist of GCSA
- 7) Serves as the Chair of the Student Elections Commission unless they become a candidate for office.

Chapter 11 – **Director of Clubs**

Section A – Introduction

The Director of Clubs is responsible for the support and oversight of all processes related to student organizations, outlined in Title III of these bylaws. The Director maintains accurate records and knowledge of organizations and their operations in order to take appropriate action and make appropriate recommendations to the rest of GCSA regarding club matters.

The Director of Clubs is appointed by the President with the consent of the Senate.

Section B – Functions and Roles

- (1) Supporting and overseeing all chartered student organizations in GCSA to ensure they are fulfilling their stated mission, serving the student body, and operating in a manner that is consistent with policies of GCSA and Gordon College.
- (2) Maintaining the continuous upkeep of Club Statuses throughout each academic quad. Collaborating closely with the Director of Finance, the Vice President is tasked with providing comprehensive assistance and guidance to clubs, while simultaneously overseeing their adherence to semester budgets and event planning.
- (3) Communicating regularly with clubs through GCSA email
- (4) Serving as the Chair of the Executive Councils, providing additional support and oversight to organizations that offer essential services and programming to the student body
- (5) Maintaining records of Club Status, keeping meticulous records of all status appeals and ensuring their inclusion in Senate agendas as needed.
- (6) Coordinating the fall and spring charter and budget nights
- (7) Seeking out possible collaboration between GCSA and chartered clubs.

Chapter 12 – Director of Communications

Section A – Introduction

The Director of Communications is responsible for developing effective messaging and communication strategies for GCSA. They create or oversee the creation of promotional and informative materials the company will send to the public. The Director works with all forms of media, including press releases and digital campaigns, print materials, social media, audio and video and more.

The Director of Communications is appointed by the President with the consent of the Senate.

Section B – Functions and Roles

- (1) Under the general direction of the Student Body President, the director leads and coordinates all activities of GCSA's communications, marketing, and public relations.
- (2) The director develops, communicates and implements marketing communications strategy to support GCSA's mission by building overall brand awareness and strengthen relationships with targeted stakeholder groups.
- (3) Manages all day-to-day contact with student body including social media channels, students.gordon.edu website, and other communication channels to ensure content is current and engaging and messages are integrated and aligned.
- (4) Monitor effective benchmarks for measuring the impact of all communication platforms.
- (5) Ensures that GCSA's materials have consistent and positive messaging and branding.

Section C – Assistant Director of Communications

The Director of Communications along with the Executive Cabinet may appoint an intern who will serve as an assistant to the Director of Communications. All students will be given the opportunity to apply for this role, and the application process will be held at the discretion of the current Director. Assistant Directors will not be considered members of the executive cabinet, nor will they have voting power in the senate. Assistant Directors will perform tasks delegated to them but must not have access to any of the GCSA social media account information, nor be given authority to post.

Chapter 13 – Director of Finance

Section A – Purpose

The Director of Finance is the strategic financial planner for all operations of the Gordon College Student Association (GCSA) and is a critical member of the Student Body President's leadership team. While managing a student association budget of approximately \$100,000 for over 30 active student clubs and organizations, the Director of Finance serves as treasurer and controller of GCSA.

The Director of Finance is appointed by the President with the consent of the Senate.

Section B – Functions and Roles

1. Under the general direction of the Student Body President, the Director of Finance plans, organizes, directs and controls the financial operations and activities of GCSA
2. In collaboration with the Student Senate, the director coordinates the annual budget process for GCSA, which includes training for club and organization leaders on how to apply for funding, overseeing a fair application process with various deadlines for submissions and appeals, and ensuring clear communication about the budget process with students across GCSA.
3. In collaboration with the Student Body Vice President, the director monitors the GCSA budget throughout the year, including club and organization spending trends, and makes

recommendations to the Student Senate on how adjustments should be made to the budget to ensure funds are being wisely stewarded.

4. Regularly (at least twice per week) carries out financial administrative duties, such as processing requests for reimbursement and online orders. Internal transactions received from various officers of GCSA or student organization leaders must be approved within two business days.
5. Attends weekly Student Government meetings, including Student Senate and other team meetings.
6. Provides regular financial reports to the Student Body President, Vice President, and the Student Senate
7. In collaboration with the GCSA staff advisor and the Vice President, provides regular information and training to club and organization leaders on finances, including the reimbursement and online ordering process.
8. Supports all student organization leaders on their financial matters and inquires with professionalism and spirit of customer service
9. Shall present all financial information requested by the Senate in a timely manner.
10. Shall have the authority to negotiate budgets with student organizations on behalf of GCSA prior to budget proposals being presented and voted on by the Senate.

Section C: Assistant Director of Finance

The Director of Finance along with the Executive Cabinet may appoint an Assistant Director who will serve as an assistant to the Director of Finance. All students will be given the opportunity to apply for this role, and the application process will be held at the discretion of the current Director. Assistant Directors will not be considered members of the executive cabinet, nor will they have voting power in the senate. Assistant Directors will perform tasks delegated to them but must not have access to any of the GCSA financial accounts information, nor be given authority to make major budget decisions.

Title III: Student Organizations

Chapter 14 – Purpose of Student Organizations

Student organizations serve the mission of GCSA by enhancing the student life experience physically, spiritually, academically, or emotionally. Organizations are student-led groups that are established by a Senate-approved Student Organization Charter.

Chapter 15 – Classification of Student Organizations

Section A – Introduction and Purpose

The Gordon College Student Association is responsible for the good stewardship of their budget each year which means ensuring that funds are used for engagement and betterment of the student body as a whole. Therefore, it is also GCSA's responsibility to ensure that the organizations to which GCSA grants a budget are demonstrating their capacity to engage with the student body through the use of their GCSA funds.

Section B - Classifications

Any student organization chartered or funded by GCSA shall be classified into one of the three following categories.

- (1) Class A - student organizations which have and do consistently engage the student body, have strong leadership structures, and steward a budget well.
- (2) Class B - student organizations which have and do consistently engage the student body, have a clear-if-not-strong leadership structure, and demonstrate the capability to steward a budget well.
- (3) Class C - student organizations which have the capability to engage the student body but lack the demonstrated capacity to have clear and strong leadership structures and steward a budget well.

Any new student club or organization must first start with Class C status. The organization may then advance to class B and, following that, Class A status; assuming that the necessary criteria are met for each advancement.

Section C – Class A Organizations

Class A student organizations are clubs which have and do consistently demonstrate student engagement, year-to-year leadership, and capacity to steward a budget well. Therefore, Class A clubs are afforded the highest level of privileges out of the three classes.

In order for a club to be granted Class A status, it must meet all of the following criteria:

- (1) The organization must have previously demonstrated 4 years of established student engagement.
- (2) The organization must have a clear constitution or other organizational document which outlines specific officer roles and plans for succession of leadership from year to year.
- (3) The organization must have spent at least 80 percent of their allotted budget in all of the last 4 years in which they were granted a budget.
- (4) The organization must explicitly apply for Class A status during the April charter night.

Class A status offers the following privileges in addition to any and all privileges granted to Class B and C organizations unless modified herein:

- (1) The organization does not need to renew their charter each year.
- (2) The organization is guaranteed to have a budget the following year, although the amount may vary.

In order to maintain its Class A status, a student organization must meet the following criteria:

- (1) Spend at least 80 percent of its allotted budget each year.
- (2) Maintain and execute its constitution or organizational document which outlines plans of succession for year-to-year leadership.
- (3) Remain in good standing with GCSA and the student body through consistent communication and engagement.

If an organization with Class A status spends less than 80% of their budget for two consecutive years, then the organization is eligible to be dropped to Class B status.

If an organization with Class A status does not maintain their constitution or organizational document or does not demonstrate consistent year-to-year leadership, then the organization is eligible to be dropped to Class B status.

If an organization with Class A status does not have planned leadership in place at the time of the April charter and budget night, then GCSA reserves the right to undertake all necessary measures to ensure that leadership is present for the organization for next year.

If an organization with Class A status falls out of good standing with GCSA or the student body, the club may be eligible for further demotions or other disciplinary measures, depending on the severity of the given case.

Section D – Class B Organizations

Class B student organizations demonstrate the ability for consistency and stewardship but lack the established track record of Class A clubs. Therefore, organizations with Class B status are afforded the medium level of privileges out of the three classes.

In order for a student organization to move from Class C status to Class B status, it must meet all of the following criteria:

- (1) The organization must have been chartered as a Class C club for at least one year and demonstrate student engagement over that time period.
- (2) The organization must create a constitution or other organizational document which outlines specific officer roles and plans of succession of leadership from year to year. This document is to take effect for that organization following its attainment of Class B status

Class B status offers the following privileges in addition to any and all privileges afforded to Class C clubs unless modified herein:

- (1) The ability to apply for a budget every April
- (2) The ability to apply for Class A status when it has met the necessary criteria
- (3) The ability to be granted initiative money in excess of the Class C 250 dollar limit.

In order to maintain its Class B status, a student organization must meet the following criteria:

- (1) Spend at least 80 percent of its allotted budget each year
- (2) Maintain and execute its constitution or organizational document

- (3) Reapply for its charter at the April charter night
- (4) Reapply for its budget at the April charter night
- (5) Remain in good standing with GCSA and the student body through consistent communication and engagement.

If an organization with Class B fails to spend at least 80 percent of its budget for two consecutive years, then the organization shall be dropped to class C status and thus not be eligible for a budget the following year.

If an organization with Class B status does not maintain their constitution or organizational document or does not demonstrate consistent year-to-year leadership, then the organization is eligible to be dropped to Class C status.

If an organization with Class B status falls out of good standing with GCSA or the student body, the club may be eligible for further demotions or other disciplinary measures, depending on the severity of the given case.

Section E – Class C Organizations

Class C student organizations demonstrate promise in serving the student body but lack the demonstrated engagement necessary for class A or B status. It is the first tier of classification of student organizations, and it is the only classification that prospective organizations may apply for.

In order to be granted Class C status, an organization must do the following:

- (1) Be granted a club charter at either the previous year's April charter night or the current year's October charter night.

Class C status offers the following privileges:

- (1) Be recognized as an official GCSA student organization
- (2) The ability to apply for initiative money, which is money given by GCSA to purchase specific items for specific events, up to 250 dollars.

In order to maintain its class C status, an organization must do the following:

- (1) Reapply for its charter each year at the April charter night.
- (2) Remain in good standing with GCSA and the student body through consistent communication and engagement.

If an organization with Class C status does not reapply for its charter during the April charter night, the organization's current charter shall expire at the end of the year and no longer be considered a GCSA student organization.

If an organization with Class C status falls out of good standing with GCSA or the student body, the club may be eligible for further demotions or other disciplinary measures, depending on the severity of the given case.

Chapter 16 – Support and Training for Student Organization Leadership

Section A – Introduction and Purpose

Student Government is responsible for supporting and training all student organization leaders in GCSA by regularly providing information, trainings, workshops, and events to student leaders. The responsibility of leading this is entrusted to the **Director of Clubs** and the GCSA Staff Advisor.

Section B – Training and Support Objectives for Organizations

There are three primary objectives:

- (1) To develop and maintain leadership skills for the various officers of student organizations.
- (2) To provide all student organizations accessibility to Student Government and Student Life leadership
- (3) To provide training on various logistical topics so that that student leaders can successfully navigate the college and produce high-quality programming or services. This includes, but is not limited to:
 - a. Finances (reimbursement, EFT advances, amazon orders, online orders, purchase orders)
 - b. Budget Training
 - c. 25Live Event Scheduling
 - d. Design Center Services
 - e. Physical Plant services
 - f. Gordon College Catering
 - g. CTS

Chapter 17 – Executive Councils

Section A - Structure and purpose

There will be Executive Councils that collectively serve the student body by providing essential services and programming in the form of various Executive Council Organizations. These Councils will convene to provide an avenue for collaboration between such organizations that provide essential services to the student body.

Senate may create Councils by legislation. Councils should comprise of organizations that have commonality, whether it be in mission statement or service category, and will be created on the basis of what organizations the Student Government deems as necessary to collaborate.

Section C - Council Chair

The **Director of Clubs** shall be Chair of all Executive Councils. This provides the **Director of Clubs with** an avenue to supervise and ensure the proper operation of each organization. However, the **Director of Clubs** may choose to appoint another member of the Student Government to Chair a particular Council.

Section D - Executive Council Bylaws

Member organizations of Executive Councils must maintain bylaws which govern their organization. Each member organization of an Executive Council must, upon chartering, submit their bylaws to the Council to which they belong for ratification. Pre-existing organizations grafted into an Executive Council must submit their bylaws to the Council for ratification upon their elevation to an Executive Council. Should a member organization of an Executive Council desire to edit or amend their bylaws, the organization must submit their desired changes to the Council to which they belong for ratification.

Section E - Ratification

GCSA grants Executive Councils the power to ratify the bylaws of member organizations. To ratify a member organization's bylaws or amendments to pre-existing bylaws, the leader of the member organization must obtain a signature from their Faculty Advisor and present the bylaws to the Council to which they belong. A vote must be taken by the Council Chair with a two-thirds majority necessary for ratification of all bylaws and bylaw amendments.

Section F - Special Privileges:

Bylaws which would grant an organization special privileges cannot be immediately ratified by an Executive Council. In such a case, the member organization must submit their bylaws for approval by the Council for review. A vote with two-thirds majority must be passed for an organization to be approved for special privileges, at which point the Council Chair must bring the desired privilege to the attention of the Director of Student Activities and the head of the Office of Student Life. It is the duty of the Council Chair to communicate the desires of the organization requesting special privileges as well as the support and dissent raised by other members of the Executive Council. At the next meeting of the Council, the Council Chair shall present the decisions or conditions of the Director of Student Activities and the head of the Office of Student Life. The leader of the organization which applied for special privileges must then submit the revised bylaws to the Council for ratification.

Chapter 18 – Publications

Section A - Publication Council

The GCSA recognizes that publications serve the student body through quality student journalism, writing, or art, and thus shall comprise the Publication Council. Membership on this Council denotes their status as Official Publications, which are pursuant to the Rights and Responsibilities of Publications. Publications that are on the Publication Council include:

- The Idiom
- The Tartan
- Vox Populi
- The Princemere Academic Journal
- If I Told You

The Council will meet monthly, determined by the Council members. The Chair of the Publication Council will be responsible for scheduling the first meeting of the Council each Academic Year. Members of the Council will include each Publication Editor-in-Chief, Managing/Assistant Editor, and two Faculty members.

Section B - Faculty Membership

There shall be two faculty members appointed to this Council, with the ideal spread of one professor from the Department of English and one professor from the Department of Communication Arts, which are selected by the Council at the start of each Academic Year. The Faculty members appointed to this Council have the responsibility to attend Council meetings to the best of their ability. They will also act as representatives of the needs of Publications within the academic sphere. This includes but is not limited to:

- Facilitating the search for Publication Staff within the classroom.
- Facilitating the search for Editor-in-Chief and Managing/Assistant Editor in the year prior to when there is a vacancy in such a position.
- Facilitating the discussion of potential academic internships for various positions within the Publications if there is a need within the Publication Staff for either a Staff assumption of an internship or a vacancy within the Staff which can be filled through an internship opportunity.

The purpose of Faculty membership within this Council is to provide external support for Publications, recognizing that the Publications are an integral part of Gordon College. Support from the academic sphere provides stability to the Publications which is imperative for the continuation of Publications' capability to produce high quality work.

Section C - Adding Publications

Upon a student request to make a new publication, the Charter shall first be sent to the Publication Council for review, and a member of the proposed publication's leadership shall attend the next Publication Council meeting to be reviewed by the Council members to determine if the proposed publication is offering a unique voice for the student body, has a plan for longevity, and meets the staffing needs of an Official Publication. If the Publication Council approves the Charter, then it shall be brought to the Senate for ratification. If the Publication

Council does not approve the Charter, then the proposed publication shall immediately cease all potential operations.

Section D - Removing Publications

Members of the Publication Council may appeal to the Council Chair for a publication to be moved to Probationary Status or to call for the removal of a Charter. The Executive Vice President shall then evaluate the request and move forward in due process. A publication shall be removed from the Publication Council and thereby unchartered if the publication has come into clear and direct violation of:

- The Publication Rights and Regulations
- The specific bylaws of the publication in question
- Publication Council mission and policies
- GCSA mission and policies
- Breach of College policy outside of their chartered mission and approved bylaws

Section E - Publication Rights and Responsibilities

The GCSA recognizes the need for Publications to operate under specific rights and responsibilities. Each publication must operate under the approved Rights and Responsibilities and their approved bylaws, understanding that these publications are for building identity and culture within the Gordon Community.

Section F - Publication Definition and Mission

The GCSA recognizes that Publications are distinct in form and function from clubs, with the mission of printed and digital distribution of student materials to the student body. The purpose of Publications are to serve the Gordon Community, being made available to students, staff, and faculty. Because of this, Publications are held to a higher standard of conduct, being placed in the Publications Council and thus direct communication with the Student Government.

Section G - Publication Rights

The rights which are exclusive to the Publications are as follows:

- To print editions and booklets through College Creative.
- To place printed editions and booklets in non-residential buildings.
- To source outside funding through approved grants, advertisements, or sponsorships.
- To act in accordance with their bylaws, with the understanding that individual publications are discretionally approved to print material that may go against College policy.
- To have access to the Publications Office.

- To publish without fear of retaliation from Offices and Departments of the College.

Section H - Publication Responsibilities

The responsibilities of each publication, under the mission of creating areas of dialogue and discussion within the Gordon Community, are as follows:

- To act in accordance with their mission and bylaws.
- To print through approved channels.
- The maintenance of a masthead on all printed publications and digitally published materials which discloses editing practice and specific sources of funding both internal and external.
- A disclaimer on all printed and digital material which clearly and directly marks the publication as a student-led publication.
- To act in accordance with the mission and goals of the Publication Council, and to be held accountable by this Council.

Section I - Resolution of Grievances

The Publications which exist at Gordon College are student-led and are funded primarily by the Gordon College Student Association, which is similarly led by students and has the right to designate funds for student use. The opinions expressed by the Publications and the authors within them are not the opinions of the Administration nor of the College as a whole, except for the specific circumstance in which a member of the Administration is directly quoted. Any and all complaints surrounding the conduct or content of a Publication is to be brought to the Faculty Advisor and the Editor-in-Chief of said Publication.

Chapter 19 – General Calendar of the Year

Section A – Introduction

In order to support student organizations, the Vice President is responsible for implementing various programs and conducting various events necessary to the proper functioning of student clubs and organizations on campus. The Vice President may however, for reasonable cause, make any alternations that are necessary.

Section B – Fall Outline

- **Late August:** The Annual Scottie Faire provides an opportunity for all campus organizations (including GCSA organizations) to market themselves to first year students and the student body.
- **Early September** The Vice President and the GCSA Advisor then at their discretion will approve these renewed charters and summarize all of them into an Annual Charter List, which contains all active clubs going into the next academic year. This list should display their leaders and their advisors. The Senate must then approve this list before September 30th, but this date may be postponed by discretion of the Vice President.

- **Early October:** GCSA Fall charter night which is to be held during a regular Senate session where any student may petition for a charter for a Class C student organization. One week before this event, all petitions are due to be emailed to gcsa.
- **Mid-October:** A final list of all student organizations and their leaders will be finalized by the Executive Vice President and published to the student body.
- **September – December:** The Vice President, in collaboration with the GCSA Staff Advisor and the Director of Finance, provides a variety of training and workshop events to student organization leaders

Section C – Spring Outline

- **January – May:** The Vice President, in collaboration with the GCSA Staff Advisor and the Director of Finance, provides a variety of training and workshop events to student organization leaders.
- **March 1st:** Information is released to all student organizations on the Annual Budget and Charter Process
- **April 1st:** Deadline for organizations to submit budget applications for the next fiscal year annual budget.
- **Early April:** The Spring charter night will be held during a regular Senate session where student organizations of all classes, as well as petitioners for a Class C organization for the upcoming year, may apply for the relevant charters and budgets they require and desire for the upcoming year.

Chapter 20 – Charter and Budget Night Proposals

Section A - Introduction

GCSA shall hold two charter and budget nights each year for the purposes of approving charters, budgets, and club statuses. The first of these two nights will be in October, and the second of these two nights will be in April. These events are open to all students and interested members of the Gordon College community.

Section B - October Charter Night

Students who wish to start a club or organization may apply for a charter during this night. This meeting will be held during regular Senate hours and each application and presentation will follow the guidelines laid out in the following sections of this chapter. Organizations granted a charter will become official organizations immediately following notification of approval and the charter will last until the end of the Spring semester.

Section C- April Charter, Budget, and Status Night

This is the meeting where clubs can apply for a higher class status as well as all of the relevant charters and budgets that they are pursuing for the upcoming academic year, assuming they meet the requirements.

These pursuits include the following:

- (1) Organizations that are applying to be a student organization for the next academic year must apply on this night.
- (2) Class B and C organizations that are planning to continue operating next year must renew their charter on this night.
- (3) Any club applying for a new status for the next academic year must apply on this night.
- (4) Any club applying for or renewing a budget for the next academic year must apply on this night.

Section D – Submitting Applications

Any charter, recharter, or budget request must be submitted to GCSA 1 month before the April charter night or 2 weeks before the October charter night. The Executive Vice President and Executive Director of Finance may allow applications to be submitted later than the one-month deadline at their discretion and with reasonable cause.

The Vice President and Finance Director will work with and meet with the student organizations in order to finalize and, if necessary, modify their applications.

Section E – Presentation

During the charter night, a club's leaders or proposed leaders will present to the Senate the unique value of their club and why they should receive the status, charter, or budget that they are applying for.

These are the presentation requirements:

- (1) Three people maximum may present for an organization
- (2) The presentation will last no longer than five minutes
- (3) Metrics for past engagement must be presented, if applicable.

The Senate will have access to all forms and application materials submitted by the organizations and will have the ability to ask questions following each presentation.

Section F - Approval of Applications

Following the presentations, the Senate will convene in a private session with the GCSA Executive President and the GCSA Executive Secretary. The GCSA executive president-elect and the incoming GCSA executive secretary may also be present, although they are not participants. The minutes of this session will be taken and are public, but no one is to be present at the session except the already mentioned people. The Senate will then vote on all of the applications, and their decisions will be made known to the student body within one week of the presentation night.

Chapter 21 - Starting New Organizations

Section A – Introduction

New organizations are formed using the Chartering Process. This begins with the submission of an application, review of them by both Student Government and the advisor, and the drafting of an official charter. **The Director of Clubs** will aid in making sure the proposal and charter are of good quality for the Senate. Following that, the charter will be presented in front of the Senate at either the Fall or Spring charter night. Approval of the charter in the Fall grants full operational status as a class C organization immediately following notification of approval for the entire academic year in which it is chartered. Approval of the charter in the Spring grants full operational status as a Class C organization for the immediately following notification of approval as well as the next full academic year.

Section B – Applications

Students interested in forming a new student organization (or club) must apply with the Vice President. The Application includes three important elements:

- (1) Typed Proposal: Including the mission the statement, how the organization would serve the student body, planned activities, short and long-term goals, and leadership plan.
- (2) Student Interest: The names and signatures of students representing at-least one percent of the student body rounded up to the nearest whole number, currently 12 students, that indicate their interest in the proposed organization
- (3) Faculty/Staff Advisor Interest: The name and signature of a Gordon Faculty/Staff Member expressing their interest in advising the proposed organization, including what level of advising they would be willing to provide (See Section 4 for more information on Advisors and levels of advising)

Section C – Review of Applications

The **Director of Clubs** and GCSA Staff Advisor review each application. If the application is deemed eligible, the Director of Student Activities will notify the proposed organization's interested faculty/staff advisor of the required level of advising. If the interested Advisor agrees, the application process may proceed to review by the Student Senate during a charter night. If the interested Advisor is no longer interested, a new faculty/staff advisor who is willing to commit to the required level of advising will need to be found by the student applicants.

Section D – External Affiliations & Political Activity

Clubs may affiliate with academic or professional national organizations that support learning and career development in a specific course of study. However, GCSA will not charter student

organizations that function primarily as chapters of national political, ideological, or advocacy organizations, as the purpose of student organizations is to foster student connection rather than represent external agendas. Organizations may explore ideas, issues, and topics relevant to their interests or academic fields, but they may not operate as campaign organizations or host political candidates for the purpose of campaigning.

Chapter 22 – Charters

Charters are the legislative documents of the Student Senate that officially establish each organization. Without a valid charter, an organization ceases to exist. The adoption and renewal of charters is ultimately at the discretion of the Student Senate. The initial drafting of the charters is done by the Vice President and subsequently referred to Senate for their consideration.

Chapter 23 - Governance of Organizations

Section A – General Governing Principle

Student Organizations in GCSA must be student-led and faculty advised. This general principle includes an appropriate balance between student leadership and support from a faculty or staff member of the college.

Section B – Bylaws or Governing Documents Requirement

Class A and class B organizations must maintain either bylaws and/or some other governing document that outlines their organizational structure and office selection. However, all organizations are encouraged to maintain governing documents regardless of the amount of funding they receive. Selection of student officers should be done in accordance with these procedures.

Chapter 24 - Student Officers

Section A – Purpose of Student Officers

Student Officers of organizations are students that the organization recognizes as having any leadership role or specific responsibilities. All student officers are subject to all GCSA policies, including ethical standards. Every organization is required to have at least two student officers but are encouraged to have more. Organizations are free to use whatever position names and

titles they choose for their officers. However, for official GCSA records and filling purposes, each organization shall have a President, a Treasurer, and a Secretary.

Section B - President, Treasurer, and Secretary

The officer listed as **President** should be the officer that is the chief executive of the organization. The President is the primary point-of-contact that Student Government will communicate with regarding GCSA and club matters.

The officer listed as **Treasurer** should be the officer in charge of finance and accounting. In addition to the President, the Treasurer will be contacted by the Student Government on all matters of finance.

The officer listed as **Secretary** should be the officer in charge of administrative or clerk functions.

Section C - Reporting All Leadership & Leadership Changes

In preparation for each semester, the President or Secretary will list the names **all** student officers of the organizations on forms provided by the Vice president. **ALL** student officers should be listed, not just the President, Treasurer, and Secretary.

Any time during the semester when there is an addition or resignation of officers, appropriate notification must be submitted with the Vice president to notify the Student Government of the updated leadership.

Chapter 25 - Membership & Engagement

Section A – General Provisions

Organizations are expected to maintain at least a minimum level of either membership or engagement with the student body. Membership of at least 1% of undergraduate students rounded to the nearest whole number (currently 12) or cumulative engagement with at least 2% of undergraduate students rounded to the nearest whole number (currently 23).

Section B - Membership

Organizations are free to define the terms of membership within reason. Generally, members are students that have agreed to join an organization. Membership can include officers and students without responsibilities. Generally, an organization's membership requirements must provide an equal opportunity for any matriculated student to join.

Organizations must record their full membership on their involvement page on Gordon360.

Section C - Engagement

Each month, beginning in September and ending in April, organization leaders are required to complete an engagement survey which accurately tracks the amount of engagement that a club receives. These can be brief updates recapping the attendance at a club meeting. These reports will be compiled into official GCSA records by the Director of Clubs and Executive Director of Finance.

Chapter 26 - Faculty & Staff Advisors

Section A – Introduction to Responsibilities of Advisors

Every student organization is required to be advised by an approved faculty or staff member of the college. This requirement must be met for an organization to maintain active status and is also a prerequisite for the consideration of any application for a new organization.

Depending on the types of activities that the organization participates in, there are different responsibilities of an advisor depending on the “Level of Advising” required for the organization. These levels of advising are (1) Connected, (2) Involved, and (3) Actively Engaged.

Section B - Connected Advisor Responsibilities:

A Connected Advisor:

- 1) Meets twice monthly with organization leaders (approx. 2 hrs/month), offering advice and direction for their development as effective organizational leaders
- 2) Provides assistance regarding purchases and the budget-review process.
- 3) Provides advice and direct involvement in issues related to club activity, student performance, or violations of College policy.

- 4) Provides assistance in college risk management for club projects and activities.
- 5) Orients any new Advisor to the purpose of the club and its leaders

Section C - Involved Advisor Responsibilities:

An Involved Advisor:

- 1) Meets twice monthly with the organization's leaders (approx. 2 hrs/month), offering advice and direction for their development as effective organizational leaders
- 2) Provides assistance regarding purchases and the budget-review process.
- 3) Provides advice and direct involvement in issues related to club activity, student performance, or violations of College policy.
- 4) Provides assistance in college risk management for club projects and activities.
- 5) Orients any new Advisor to the purpose of the club and its leaders
- 6) Participates in club activities and projects; modeling living, leading, and learning.
- 7) Aids in the promotion of the club and related projects and activities.
- 8) Connects club leadership with external sources related to club mission and values.
- 9) Travels with club leadership to conferences or other opportunities to extend learning (Advisors must attend any club outing that is out-of-state).
- 10) Cultivates an expectation of learning and service in projects and activities of the club.

Section D- Actively Engaged Advisor

An Actively Engaged Advisor:

- 1) Meets 3-4 times monthly with the organization's leaders (approx. 3-4 hrs/month), offering advice and direction for their development as effective organizational leaders.
- 2) Is active in leadership development of current leaders and teams and recruitment of future leaders and teams.
- 3) Provides assistance and oversight regarding purchases and the budget-review process.
- 4) Provides advice and direct involvement in issues related to club activity, student performance, or violations of College policy.
- 5) Provides assistance in College risk management for club projects and activities.
- 6) Orients any new Advisor to the purpose of the club and its leaders
- 7) Participates in club activities and projects; modeling living, leading, and learning.
- 8) Aids in the promotion of the club and related projects and activities.
- 9) Connects club leadership with external sources related to club mission and values.
- 10) Travels with club leadership to conferences or other opportunities to extend learning (Advisors must attend any club outing that is out-of-state).
- 11) Cultivates an expectation of learning and service in projects and activities of the club.

Section E – Proxy Advisors

When the Advisor of an organization plans to go on leave, sabbatical, or any other such short-term deviations from their regular Faculty/Staff responsibilities, they must select another Faculty or Staff member of the college to serve as the Proxy Advisor for a period, not to exceed one year. Proxy Advisors must commit to the same Level of Advising as the regular advisor. However, this requirement can be waived for the proxy advisor by the GCSA Advisor.

Section F - Selection of Advisors

The procedures for the selection of an organization's first Advisor is outlined in the process for Application for New Student Organizations.

Section G - Changes of Advisor

Generally, a change of advisor is handled by the outgoing advisor, with the agreement of the President of the organization. A Change of Advisor Form must be filed with GCSA in order to make the change.

Title IV: Finance

Chapter 27 – The GCSA Budget

Section A - Introduction

The Annual Budget of GCSA, which runs with the fiscal year of the college, beginning on July 1 and ending on June 30, governs all GCSA spending. All Senators and Officers of GCSA are bound by the budget, and the Director of Finance is principally charged with ensuring that all GCSA spending is done in accordance with the budget.

Section B – Spending Confirmation

Student Organizational Officers have the authority to spend their budget as designated by their approved budget proposals. However, all internal spending within the college (Physical Plant, Catering, Design Center, etc.) must be overseen by the Director of Finance, and any department

of the college must receive verification from the Director of Finance before confirming any purchases. Proposals must be approved by the Director of Finance within *two* business days.

Section C- Midyear Spending Check-in

At the conclusion of each quad, the Director of Finance shall observe the spending of each club, in accordance with their Budget proposal or use of initiative money. The Director of Finance shall then communicate with the leaders of a club that the Director deems under budget.

Following this communication, the Director of Finance will choose to either allow the Club to spend the budget in the following semester, or propose a reallocation to the Senate.

Section D – Reallocations

In the event that adjustments to the annual budget need to be made throughout the year, the Director of Finance will prepare a recommendation for the Senate. This adjustment will be voted on, and once approved, all affected parties will be informed. Grounds for reallocation include, but aren't necessarily limited to:

- The annual budget ends up being lower or higher than projected
- A club goes Inactive and has its budget reallocated
- A club underspends in the Fall semester or, in extreme cases, grossly underspends in the first or third quad and does not give adequate explanation.
- The senate has voted the club as Unsatisfactory Standing

Chapter 28 – Preparation of the Annual Budget

Section A – Information & Training Provided to All Organizations

The Director of Finance shall, no later than March 1st, provide notice and useful information to all student organizations on the budget application process for the next fiscal year. The deadline for applications is one week before the April charter and budget application night, however the Director may modify such deadlines for individual organizations for reasonable cause but may not allow an organization to apply outside of the April charter and budget application night without a vote of the Senate.

Section B – Review of Applications

- 1) The Director of Finance reviews all budget applications that were submitted by the deadline. The Director may accept late applications in extenuating circumstances. Any and all budget applications will be presented and voted on by the Senate on the April charter night.
- 2) Following the approval or The Director of Finance sends each organization an Application Response Letter, which includes as follows:
 - *The Preliminary Funding Amount (PFA)* – The amount of funding that the Director of Finance plans on including the Annual Budget Recommendation
 - *Explanation* - If the PFA is less than what the organization had requested in their application, the director must provide an explanation and/or must suggest revisions that can made to their budgets.
 - *Notice of the Right to Appeal or Submit Revisions* – Each organization has up to five business days to submit a revised application or an appeal.
- 3) The Director of Finance, after reviewing any re-submitted applications and appeals, prepares, in collaboration with the Director of Clubs and the President, an *Annual Budget Recommendation* to send to the Student Senate.

Section C – Recommendation to the Student Senate

The Director of Finance shall then send an Annual Budget Recommendation, which must include as follows:

- The overall budget recommendation (including a line item for each GCSA organization and entity, the funding level requested, and the funding amount that is recommended)
- A copy of all of the application materials from every organization (including appeals)

Section D – Approved Annual Budget

The Senate will have the responsibility to review the Annual Budget Recommendation thoroughly. The Senate may make any such amendments or revisions they deem proper.

Title V: Elections

Chapter 29 – Student Elections Commission

Section A – Composition

There shall be a Student Elections Commission, composed of not fewer than three and not more than five students. The Executive Vice President shall be a commissioner unless they be a candidate for office. All other commissioners shall be appointed by the President with the consent of the Senate. If the Executive Vice President is a commissioner, they shall be Chair of the Commission. Otherwise, the President shall designate any commissioner to serve as Chair. Membership of the commission cannot include students supporting or favoring a particular candidacy.

Section B - Purpose

The Student Election Commission shall ensure that all Student Elections are carried out in accordance with the Constitution and shall execute all provisions of this Title.

Section C – Duties of the Chair of the Student Election Commission

Most functions of the Commission are carried out by the Chair, except those that specifically require a commission decision.

Section D – Powers of the Full Commission

- (1) The Commission shall fix the date and time of all campaign filing deadlines and the date of each election.
- (2) The Commission shall adjudicate all campaign or election complaints in accordance with this title and the policies of the college.
- (3) The Commission must review and certify campaigns within five days after each election.

Chapter 30 – Presidential Election

Section A – Introduction

The purpose of the Presidential Election is to elect a President and Vice President of the Student Body for the next term of office.

Section B – Filing for Candidacy

To officially run for President and Vice President, requires the completion of two candidacy filings.

1. A Declaration of Candidacy form, as administered by the Student Elections Commission, must be submitted to run for office. Candidates must file for candidacy as tickets for President & Vice President.
2. A petition, in support of a Declaration of Candidacy, must also be submitted. A petition must contain the signatures of 10% of the undergraduate student body.

Section C – Campaign Regulations and Guidelines

Candidates for President and Vice President campaign together as a ticket. Each candidate must abide by the following campaign regulation guidelines:

1. Candidates must abide by all policies of the college in the course of campaigning.
2. Candidates may not interrupt the normal operations of the college, including but not limited to chapel, classes.
3. All campaigns for President and Vice President will be reimbursed for up to \$100.00 of campaign expenses.
4. Candidates may not use their position of authority in their current leadership roles (Student Government, student organizations, college jobs) to benefit their campaign.

Section D – Campaign Suspensions and Amendments

The presidential candidate of an approved campaign may notify the Student Elections Commission, in writing or email, of a campaign suspension, which shall become permanent 48 hours before the election, they have not resumed their campaign. However, they shall have the right, up to 48 hours before the Presidential Election, to resume their campaign.

In the case that a Vice-Presidential Candidate of an approved campaign wishes to withdraw, or in the case that a Vice-Presidential Candidate is disqualified, the Presidential Candidate shall be permitted submit a replacement candidate for Vice President no later than 48 hours prior to the election.

Section D – Election

The Presidential Election shall be administered by the Student Elections Commission in order to provide the entire undergraduate student body a fair opportunity to choose the President & Vice

President they desire. The election must be administered online and shall be well-advertised to the student body.

Section E – Announcement

The Chair of the Student Election Commission, unless they have a legitimate reason to believe that the preliminary results are not reliable, shall, in cooperation with the Director of Communications, publish the results of the Presidential Election to the student body within 48 hours of the conclusion of the election. A disclaimer must be included that the results will still need to be certified by the Student Elections Commission before they become official.

Section F – Official Certification of the Presidential Election

The certification of the presidential election shall occur within the five days following the conclusion of the election. The certificate shall be signed by the Chair, in witness to the agreement of the commission.

Section G – Term of Office

The term of office for the President, Vice President, and all officers of the Office of the Student Body President, shall be for one year, beginning on the Day after Commencement and shall end on the Day of the following Commencement.

Chapter 31 – Senate Elections

Section A – Introduction

The Purpose of the Senate Elections shall be to elect a president and vice president from each class to form the Senate of the Student Body. Senate Elections for the sophomore, junior, and senior classes should occur after the presidential election in the spring of the academic year prior to the start of their term. Elections for the first-year class should occur within the first four weeks of the Fall Semester.

Section B – Filing for Candidacy

To officially run for Senate, it requires the completion of three candidacy filings:

- A Declaration of Candidacy form, as administered by the Student Elections Commission, must be submitted to run for office.
- A petition, in support of a Declaration of Candidacy, must also be submitted. A petition must contain the signatures of at least 10% of the students from the class which they are petitioning to represent.
- A Committee Preference Questionnaire Form, in which the candidate specifies their preferred committee assignments, must be submitted as part of running for Senate.

Only the Declaration of Candidacy and the Petitions are relevant for the elections. The Committee Preference Questionnaire Form is submitted for the sole purpose of providing the President information to help make committee assignments for those who are elected.

Section C – Campaign Regulations and Guidelines

Candidates for Senate must abide by the following campaign regulation guidelines:

1. Candidates must abide by all policies of the college in the course of campaigning.
2. Candidates may not interrupt the normal operations of the college, including but not limited to chapel, classes.
3. Candidates may not use their position of authority in their current leadership roles (Student Government, student organizations, college jobs) to benefit their campaign.

Section D – Election

The Senate Elections shall be administered by the Student Elections Commission in order to provide students from each class the ability to elect their class representatives. The election must be administered online and shall be well-advertised to the student body.

Section E – Announcement

The Chair of the Student Election Commission, unless they have a legitimate reason to believe that the preliminary results are not reliable, shall, in cooperation with the Director of Communications, publish the results of the Senate Election to the student body within 24 hours of the election.

Section F – Term of Office

The term of office for Senators shall be for one academic year and shall end on the day of commencement.

Title VII: External Relations

Chapter 32 – External Relations

Section A

The Gordon College Student Government may join and be a member of any external association that is consistent with the policies of Gordon College by amending Title VII. Currently, the Boston Intercollegiate Government is the only official association that the GCSA Student Government is a member of.

Chapter 33 – Membership in the Boston Intercollegiate Government

Section A – Membership

The Gordon College Student Government is a member of the Boston Intercollegiate Government.

Section B – Voting Representation

The Boston Intercollegiate Government permits two Voting Representatives from each student government. The President must appoint, with the consent of the Senate, two members of Student Government to serve these functions.

Section C – Non-Voting Representation

The Boston Intercollegiate Government permits an unlimited number of non-voting representatives from each student government. In coordination with the President, any member of student government is permitted to serve as a non-voting member.