

# *By-Laws of the Washington College Student Government Association*

## **I. Legislative Branch**

### Section 1. Senate Procedure

- A. A senator is permitted two absences per semester
  - i. If a Senator is absent from three meetings in one semester they will be warned by the Speaker of the Senate not to miss another meeting.
  - ii. If the Senator misses a fourth meeting, they will be automatically relieved of their duties as a Senator.
- B. Every Senator must serve on at least one Standing Committee.
- C. Class Presidents shall serve on the Presidents' Committee
- D. Committee chairs of Standing Committees will be selected at the discretion of the respective committees.
  - i. No Senator may hold more than one position
- E. The Senate may form a committee in order to address a need, concern, or problem that arises.
- F. If there is a vacancy in the Senate due to a resignation or removal, the appropriate constituents will be notified.
  - i. If the vacancy results in a class having below the minimum number of senators as outlined in Article III Section I of these bylaws, the President of the former Senator's respective class shall nominate a Senator to fill the vacated seat.
  - ii. The Senator will be appointed through a majority vote of the Review Board.
- G. In the event of an impeachment, a removal hearing shall adhere to the following procedure:
  - i. The Officer in question must be notified forty-eight hours in advance; the hearing shall take place at the very next Senate meeting.
  - ii. The Speaker of the Senate shall chair the hearing, as it will be under New Business.
  - iii. The Speaker shall read the allegations against the officer.
  - iv. The Speaker shall recognize the author of the motion to remove the officer for five minutes.
  - v. The Speaker shall then allow the officer in question five minutes to rebut.

- vi. The Speaker shall then entertain, for the officer in question still before the Senate, any questions for fifteen minutes.
  - vii. After the questioning, the officer in question shall be recognized for an equal fifteen minutes, and then asked to leave.
  - viii. The Senate shall be allowed ten minutes to discuss the motion.
  - ix. The Senate shall then vote on the motion by secret ballot. In order to remove the officer there must be a 3/5ths vote of quorum.
  - x. The officer in question will then be retrieved and the results will be read.
  - xi. If the Speaker of the Senate is the officer in question, the Parliamentarian shall fulfill the above-mentioned duties of the Speaker.
- H. Any business being entertained by the Senate including, but not limited to, discretionary requests, club recognition forms, bills, resolutions, amendments, and the budget must be sent out at least twenty-four hours before the Senate meeting in which said business is to be entertained.
- I. It is the duty of the Senator to gain input from their constituents.

## Section 2. The Senate Standing Committees

- J. The Organizations Committee
- i. Shall include at least four Senators including the Vice Presidents of each class, the Speaker (holding no vote), and the Vice President (holding no vote).
    - a. One Senator on this committee must also sit on the Budget Committee.
    - b. This Senator can be a voting or non-voting member.
  - ii. All organizations seeking to be recognized as a Student Government Association sponsored organization shall apply with the Vice President who will submit the proposal to the Chair of the Organizations Committee.
    - a. The committee will review the proposal and make a recommendation to the Senate.
    - b. The Senate will consider the matter and render a final decision.
    - c. A majority vote of Senators will approve the club.
- K. The Budget Committee
- i. Shall include at least six Senators including the class treasurers and the Financial Controller (who shall vote only in the event of a tie).
  - ii. A Senator on this committee who is either President or Treasurer of the Student Government Association sponsored organization may not present a budget to the committee without another officer who is unaffiliated with the Student Government Association.

- iii. The budget proposals must carry a recommendation from the Budget Committee.
- iv. The Budget Committee Chair is responsible for providing a list of all Student Government Association recognized organizations to the Organizations Committee.
- v. One member of the Budget Committee will be a member of the Organizations Committee
  - a. They may be a voting or non-voting member.
- vi. Shall set forth standardized budget guidelines .
- vii. All Student Government Association sponsored organizations seeking additional funding shall apply with the Financial Controller.
- viii. Any request for funding from the discretionary fund must go through the Budget Committee, who will sponsor legislation.
  - a. If the Financial Controller and the Budget Committee are in agreement, then a joint recommendation shall be made to the Senate.
  - b. If they are not in agreement, then separate proposals are to be made.
- ix. If a Club does not participate in the budget allocation process, as prescribed by the Financial Controller, it is ineligible to receive funds.

L. The Academic Committee

- i. Shall include two Senators and the Secretary of Academics (holding no vote).
  - 1. Shall also include non-senators who were appointed to sit on standing academic committees as student representatives that attend committee meetings as needed,
- ii. Shall, in partnership with the Student Academic Board, address issues related to the academic programs at Washington College.
- iii. Shall discuss and make a recommendation to the Senate about any legislation concerning academic issues.

M. The Senate Student Life Committee

- i. Shall include seven Senators and the Secretary of Student Life (holding no vote).
- ii. Will work to oversee the spending of funds allocated to the social budget.
- iii. Will assist the Vice President with the duties of the annual Chestertown Halloween Parade.
- iv. Shall assist the Secretary of Social Life with creating and updating the events calendar.

N. The Senate Service Committee

- i. Shall include four Senators and the Secretary of Service (holding no vote).
- ii. Will work to oversee the spending of funds allocated to the service budgets.
- iii. Shall have at least one member of the Senate Service Committee present at all semester budget meetings to review the club service statements.
- iv. Shall assess and draft legislation concerning student service life.

P. The Diversity Committee

- i. Shall include four Senators and the Secretary of Diversity and Inclusion (holding no vote).
- ii. Will work to oversee the spending of funds allocated to the diversity budgets.
- iii. Shall assess, discuss, and report to the Senate regularly about student diversity concerns on campus.
- iv. Shall assess the effectiveness of diversity initiatives on campus and devise ways to make Washington College a more diverse community.
- v. Shall discuss and make a recommendation to the Senate about any legislation concerning diversity matters.

Q. The Constitutional Review Committee

- i. Shall include at least four senators, and the Speaker of the Senate and the Parliamentarian (Both holding no vote).
- ii. Will work to identify any errors, misleading language, or other issues in the constitution, and follow the appropriate procedures as outlined by the Constitution to correct said issues.
- iii. Shall facilitate all elections, including:
  - a. Advertise all dates surrounding election procedures.
  - b. Staff the elections table insuring that at all times during polling hours there will be at least two representatives from either the Senate, the Executive Board, or the Review Board.
  - c. Tally the ballots in the Department of Public Safety directly following the closing of the polls in the presence of the Honor Board Chair
  - d. Review and correct election rules and procedures as needed.
  - e. Should one of these persons be running for a position they will be excused from their duties as a committee member.
  - f. To fill the empty position created by this absence, a temporary member will be placed on the committee until election results have been finalized.
    - a. This member will serve with the full power of a regular committee member.

R. Environmental Committee

- i. Shall consist of a minimum of three senators and the Secretary of the Environment.
- ii. Will work to oversee the spending of funds allocated to the environment budget.
- iii. Will oversee the Bike Share Program and its daily operations.
- iv. Will work to improve the environmental impacts of the Washington College Community

S. President's Committee

- i. Shall consist of the Presidents of each class and the President of the Student Government Association (holding no vote)
- ii. Shall act as a mutual resource to discuss student concerns and best practices for representing their class.

T. Auxiliary Committees

- i. Auxiliary Committees are temporary committees that are officially recognized by the SGA Senate. Auxiliary Committees serve as supplement to campus clubs and organizations, Senate Standing Committees, and SGA Executive Board Members for the purpose of planning events and initiatives, starting or continuing discussion on ways to improve the student experience, and/or consistently connecting with groups on and off campus.
  1. Auxiliary Committees exist on a temporary basis, guided by an action plan and specific timeframe.
  2. Auxiliary Committees are recognized by the Senate, granting them the opportunity to meet in or outside of Senate meeting times, allowing them the chance to give committee reports, introduce new business, bring legislation to the Constitutional Review Committee and subsequently, the floor of the Senate, and present during Senatorial open forum.
  3. Auxiliary Committees can be an expansion of a current Senate Standing Committee, or can be created as a new committee.
- ii. All students wishing to form an Auxiliary Committee will be granted that opportunity provided that the topic does not fall into the jurisdiction of a Standing Committee and is approved by the SGA Senate.
  1. To form an Auxiliary Committee, interested students must submit a petition with fifteen signatures and submit a resolution to the SGA Senate, explaining their agenda and purposes for forming an Auxiliary Committee.

2. The Senate will then vote on whether or not the committee is necessary and will need a majority vote of affirmation to pass and form the committee.
  3. Once formed, the committee must have at least five members serve at all times to be able to retain committee status.
    - a. Two Senators will attend the Auxiliary Committee meetings to create more representation.
  4. If an Auxiliary Committee is the expansion of a current Standing Committee, the SGA Executive Board Member and Committee Chair will be in charge of the meetings. If a student is starting a new auxiliary committee, the students will host an election for chair of the committee at their first meeting. The Chair will then lead the meetings and provide updates to the Senate.
- iii. If an Auxiliary Committee wishes to become a permanent Senate Standing Committee, students can partake in the following application process.
1. Auxiliary Committees must submit a petition with fifty signatures of student support and a resolution outlining their necessity and goals to the SGA Senate.
  2. The Auxiliary Committee will also present their completed action plan to the Senate as proof of achievement and offer their intended goals and plans for the future.
  3. The Senate will then vote on whether or not the committee is necessary as a permanent Standing Committee and will need a 2/3rd vote to affirm the decision.
- iv. Since the SGA does not fund Senate Standing Committees, Auxiliary Committees who wish to receive funding for events/initiatives can partner with campus clubs and organizations, SGA Executive Board Members, and/or Class Officers to apply for discretionary funds.
1. Auxiliary Committees are also allowed to fundraise in the case that they do not receive their intended funding from partnerships.
- v. Once the action plan of the Auxiliary Committee has been accomplished, the committee will be subject to termination.
1. The Auxiliary Committee will meet with the Senate one last time to present the completed action plan, and the Senate will vote by majority to terminate the committee.
- vi. If a committee is being disruptive to students, faculty, staff, or other campus groups or organizations, the Senate can petition to terminate the committee.

1. At least 15 senators must sign and submit a petition to the Speaker of the Senate. The Review Board will be responsible for conducting an internal review process of the committee at hand. The Review Board will inform the tenants of the internal review process, and will then follow protocol for information gathering which includes interviews of the reporting and responding parties. The Review Board will follow due process guidelines to ensure the process is swift and clear for all participants.
  - a. See “SGA Internal Evidence Gathering” document.
2. The Review Board will engage in discussion before presenting their findings to the Senate. The Senate will then vote by majority to terminate the committee.

### Section 3. Class Officers

#### A. Transition

- a. Within two weeks of the Class Officer Election, the Parliamentarian will facilitate a class officer transition meeting to ensure the new class officers are aware of their responsibilities that are outlined in the following subsections;

#### B. Budget

- a. Each Class Officer team will automatically be given a budget of \$0 in each semesterly budget cycle that they do not submit their own budget. This will give them the opportunity to submit discretionary requests in semesters with leadership transition or absence. The semester budget process is outlined in Article III of the Budget Guidelines. Class Officers will be allowed up to three discretionary requests per semester.

#### C. Responsibilities

- a. Class officers will sit on the following SGA committees according to their position;
  - i. The President will sit on the committee of their choosing and will also be required to sit on the Presidents’ Committee when the SGA President calls upon them,
  - ii. The Vice President will sit on the Organizations Committee,
  - iii. The Treasurer will sit on the Budget Committee,
  - iv. The Secretary will sit on the committee of their own choosing,
- b. Each class officer position has specific individual responsibilities as follows;
  - i. The President will be responsible for
    1. Filling any vacancy in the class executive board by appointment with approval from the review board, and,

2. Reporting status of their class and being spokesperson when necessary;
- ii. The Vice President will be responsible for
  1. Fulfilling the duties of the Class President, should the Presidential office be vacated, and,
  2. Keeping a record of the number of students in their respective class and making a conscious effort to check in with those students as often as possible;
- iii. The Treasurer will be responsible for
  1. Representing their class when making discretionary requests in the Budget Committee and the Senate, and
  2. Handling all class funds;
- iv. The Secretary will be responsible for
  1. Serving as the communications liaison between their class and the rest of the Washington College community,
  2. Taking minutes at class officer executive meetings, and
  3. Running the class' social media page(s);
- c. Each Class Officer team will also have responsibilities they will undertake as a group; Class Officers will,
  - i. Plan at least one event per semester, with one event per year incorporating a service component,
    1. ie. clothing donation drive, visit animal shelter, etc.
  - ii. Host an open house once a semester where students can voice their concerns and issues to their respective class officers, who will then relay those concerns to the appropriate SGA Executive Board Member, faculty or staff member, or the President of the College,
  - iii. Serve as liaison for class information, and
  - iv. Serve in the best interest of their class.

## **II. Executive and Review Board**

Section 1. The duties of all members of the Student Government Association Executive and Review Boards are fully outlined in the Executive Board By-laws.

## **III. The Election Process**

Section 1. Qualifications for office:

- A. Must be a member of Washington College's student body with the intent to remain for the duration of the term;



- B. Be familiar with the duties of the office as set forth in the Student Government Association Constitution and By-laws, which will be included with the petition;
- C. Submit a petition for the office with the required number of signatures from their prospective constituents,
  - i. Candidates for Class Officer, President, or Vice President, must obtain fifty signatures;
  - ii. Candidates for a Senator position must obtain fifteen signatures.
- D. Senators shall petition based on the following minimums:
  - i. Senior Class: 5 Senators
  - ii. Junior Class: 10 Senators
  - iii. Sophomore Class: 15 Senators
  - iv. Freshman Class: 15 Senators
  - v. Off Campus Students: 2 Senators
- E. If following the Fall deadline to submit petitions for Senator, a class has not met the minimum number of senators required, the President of the class shall nominate Senators, to be approved by majority of the Review Board, until the minimum number is reached.
  - i. For the Freshman Class, the above-mentioned process shall commence following the election of a Class President.

Section 2. Election Regulations.

- F. Elections shall be held on days decided upon by the Constitutional Review Committee.
  - i. Elections shall begin no earlier than 10 AM.
  - ii. Elections shall end no later than 10 PM.
- G. Voting shall take place in the Dining Hall and on a secure electronic platform.
- H. Notice of the date and time of the Elections shall be announced to the campus at least seven days before the election.
- I. A running list of candidates who have met the qualifications for office shall be kept and made available to the student body from the time that elections are announced until the results of the election are finalized. Candidates may submit a brief description, not exceeding 250 words, which concerns their goals for the office and will appear with the running list.
- J. Polling places must be clearly marked as such and shall be run by at least two representatives of the Student Government Association at all times.
  - i. The ballots shall be placed in a secure box or submitted electronically.
  - ii. Each person who votes must present a student ID upon request.

- iii. Solicitation is a common practice in campaigning to encourage and inform student voters of candidates and their position. Candidates may solicit students in the following ways;
    - a. Allowed:
      - i. Paraphernalia in public places (i.e. Hodson Hall Commons, academic buildings, dormitory common areas and hallways)
      - ii. Paraphernalia or food handed directly to students in public spaces without an exchange or incentive involved,
    - b. Prohibited:
      - i. Knocking on residential hall doors,
      - ii. Pinning paraphernalia to residential doors,
      - iii. Sliding paraphernalia under residential doors,
      - iv. Placing paraphernalia in private places, such as bathrooms,
      - v. Quid Pro Quo rule - no candidates can exchange a transaction of food or gifts for an individual's endorsement or vote,
  - ii. No campaign paraphernalia shall be within fifty feet of the polling area on Election Day.
    - a. It is the responsibility of the candidate to remove all such materials before the polls open.
    - b. If the material is not removed, the candidate may be disqualified by a majority vote of the Review Board.
  - iv. Representatives running the polling locations may not campaign for, endorse, or otherwise advocate any candidate, nor may the candidates themselves campaign within fifty feet of the polling places. Infractions of this restriction could be cause for disqualification.
- K. The SGA cannot endorse candidates in order to remain unbiased during the election season,
- i. Candidate fliers or paraphernalia are prohibited from being inside or directly outside the SGA office.
  - ii. The SGA will provide the means for each candidate to print 15 fliers from the SGA printer, if the candidate so chooses.
- L. Ballots will be counted by the Parliamentarian with the Honor Board Chair and at least one advisor present to ensure confidentiality, and the results shall be sent to the campus via email.

- i. The result shall only include those names of the persons who won and their office.
  - ii. Election results shall be given upon request to any member of the student body.
- M. The Parliamentarian shall be responsible for ensuring that the election runs in accordance with the Student Government Association Constitution.
- N. Each position in question shall be decided by a plurality of votes.
- O. In the event of a tie, the Positions of President, and Vice President will be decided by the Senate by the following procedures:
  - i. Candidates shall have five minutes to speak, ten minutes to entertain questions, and then two minutes to give closing comments.
  - ii. The candidates shall then leave and the Senate will vote through a secret ballot. The candidate who wins must do so by a 3/5ths vote of quorum.

#### **IV. The Budget**

Section 1. The semester budget must clearly list the salaries for each paid Student Government Association office.

- A. In the event that more than one person is appointed to a particular position, the salary must be shared.

Section 2. Student Government Association recognized organizations that are eligible for a budget may request money from the discretionary fund a maximum of two (2) times per semester.

- B. In the event that an eligible organization feels the need to seek additional funding from the discretionary fund, then that organization must seek a sponsoring Senator to author a bill on the organization's behalf.
- C. In the event that such a bill comes to the Senate floor, the bill shall need a 2/3<sup>rds</sup> vote of affirmation to pass.

Section 3. All changes to the budget guidelines must be recommended to the Senate by a 2/3rds majority vote of the Budget Committee, and then approved by a simple majority of the Senate to become official policy.

- D. Budgets will be submitted, reviewed, and approved on a timeline set by the Financial Controller and Budget Committee, and made public to all students at least four weeks prior to submission of the semester budget to Senate.

Section 4. SGA-recognized clubs must follow a budget process such that:

- a. Budgets will be submitted, reviewed, and approved on a timeline set by the Financial Controller and Budget Committee, and made public to all students at least four weeks prior to submission of the semester budget to Senate.
- E. Club treasurers and/or presidents will attend at least one mandatory budget information session held by the Financial Controller prior to the budget deadline.
- F. Clubs requesting funds in excess of \$1500 must meet with the Financial Controller and at least three members of the Budget Committee in order to receive funding for the semester.
- G. Changes to club budgets during the review process will be sent to individual clubs so that they may appeal or clarify changes.

Section 5. Clubs which failed to submit a budget may propose a budget of \$0 as an amendment during the Senate at which the semester budget is approved;

- H. This is to ensure that clubs who do not budget for events can still apply for discretionary requests.

Section 6. All SGA Executive Board budgets must follow a process such that:

- I. Budgets will be submitted on a timeline set by the Financial Controller and Budget Committee, typically one week before club budgets are due.
- J. Executive Board members must meet with three members of the Budget Committee and the Financial Controller to review their proposed budgets.
- K. Executive budgets must be approved by 2/3rds majority of the Budget Committee members.

## **V. Honors and Awards**

### Section 1. Selection Process

- A. The Review Board shall open nominations to all students, faculty, and staff for at least one week. All nominations shall be collected by the Parliamentarian to be presented before the Review Board. The Review Board shall take these nominations into consideration when selecting a recipient.

### Section 2. Awards

- A. The Jonathan A. Taylor, Jr., Leadership Award
  - i. Shall be given to a senior member of the Student Government Association who diligently and effectively incorporates progressive thought when addressing the needs and demands of the modern collegiate environment.

- ii. The recipient must also show the ability to conceive, organize, and execute academic and extracurricular activities that have benefited the Washington College community.
- B. The Penny J. Fall Award
  - i. Shall be given to a senior female athlete who through service to the Washington College community continues the tradition and legacy set by Professor Fall.
  - ii. The recipient must also show the ability to conceive, organize, and execute academic and extracurricular activities that have benefited the Washington College community.
- C. The W. Dennis Berry M'87 Leadership Award
  - i. Shall be given to a graduating senior who most clearly exhibits those characteristics of charismatic leadership that distinguished Mr. Berry's service to Washington College.
- D. The Karen Kaitz Emerick Award
  - i. Shall be given to a graduating senior who has demonstrated strong character and good academic standing, and who has been a leader in community and volunteer service.
- E. The S.E.E.D. Award (Successfully Educating and Empowering for Diversity)
  - i. Shall recognize the promotion, enhancement and implementation of diversity by individuals, units, departments or organizations within the Washington College community.
  - ii. This honor acknowledges an especially noteworthy contribution and initiative that result in significant change in the campus climate and/or the composition within the college community.
  - iii. The Secretary of Diversity will accept nominations from individuals or groups within the Washington College community annually. Nominations will be reviewed by the Secretary of Diversity Affairs and forwarded to the Review Board for final determination of the recipient.
  - iv. The recipient of the award will receive \$500 to be allocated in such a way as to enhance diversity at Washington College either through the purchase of educational materials for Miller Library or through a contribution to an event to benefit the entire campus.
    - a. A commemorative marker/bookplate will be placed on all educational materials purchased with the award money should the money be spent in this way.
  - v. The award will be presented annually toward the end of the spring semester, at the discretion of the Secretary of Diversity, at a Student Government Association sponsored event.

- F. The Simon M. Hultman '04 Award
  - i. Shall recognize the importance of understanding and embracing foreign cultures by students within the Washington College community.
  - ii. This honor acknowledges an especially noteworthy interest in foreign cultures and international relations that results in study or travel abroad to enhance one's knowledge and attitude towards diverse foreign cultures.
  - iii. The SGA will donate \$500 annually to the already established Simon M. Hultman '04 Award.

Section 3. Recipient Selection and Prize

- G. The Review Board, in deciding a recipient, shall weigh a candidate's proven ability to conceive, organize, and execute academic and extracurricular activities that have benefited the entire Washington College Community.
- H. A certificate shall be given to the winner, as well as any rewards, cash or gift, which shall be decided by the Review Board and the Office and the Registrar.
- I. If there is a strong consensus, two recipients shall be chosen.

**VI. Classification of a Recognized Organizations**

Section 1. All undergraduate students at Washington College shall retain the right to apply for Student Government Association recognition, sponsorship, and protection in the form of a special interest group or a campus club by the terms specified in Article VI of these by-laws.

Section 2. Special Interest Groups

- A. A group of ten students who wish to apply for Student Government Association recognition, as an organization, must first apply as a "special interest group."
  - i. Religious, diversity, or culturally affiliated clubs are exempted from the ten member minimum under discretion from the Organizations Committee.
- B. A special interest group shall exist for the remainder of the semester that they apply for status in, and may apply for club status in the following semester.
- C. A special interest group is capable of receiving up to \$250.00 in Student Government Association funds.
  - i. \$50 of this allocation must go towards an interest meeting.
- D. A special interest group shall have the power to register on-campus events through the Office of Student Activities or their respective affiliated academic department.
- E. A special interest group may use Student Government Association office resources for the purposes of advertising for any sponsored events.

- F. A special interest group shall receive an on-campus account created by the Financial Controller, for the purpose of storing any money fundraised on the Washington College campus.
  - i. A special interest group is capable of receiving up to \$250.00 in Student Government Association funds.
  - ii. \$50 of this allocation must go towards an interest meeting.
  - iii. SIGs are eligible to receive one discretionary request in the semester in which they are approved to access the remaining \$200.
  - iv. SIGs are encouraged to fundraise in order to pay for future events and build their assets.
- G. Any funds raised and stored in the on-campus account shall be frozen for one year after the special interest group's recognition expires.
- H. If the special interest group is not restarted as a campus club after its expiration, then the Student Government Association retains the right, after one year of expiration, to transfer any funds from that group's account into the general Student Government Association account.
- I. The Organizations Committee holds the power to bypass Special Interest Group status under certain circumstances and move right to a "Class B" club (Section 3, X).

### Section 3. Campus Clubs

#### A. An Active Club:

- a. Has an employed faculty or staff advisor on campus.
- b. Must hand in an attendance sheet with all members' signatures every semester to the Organizations committee for proof of membership.
- c. Has an active officer team.
- d. Sponsors at least one all-campus activity on the Washington College campus per semester.
  - i. This provision does not apply to academic honor societies.
- e. If the campus club has a negative account balance with the Business Office, then the campus club must have a plan and put forth visible effort toward recovery.
- f. Must have a minimum of ten active members every semester.
  - i. Religious, diversity, or culturally affiliated clubs are exempted from the ten member minimum under discretion from the Organizations Committee.
  - ii. Clubs must communicate with the Financial Controller all necessary reimbursements within two weeks of spending funds.

- g. A Special Interest Group which has existed for at least one semester may apply for recognition as a campus club through an application to the Student Government Association and Organizations Committee.
- h. After the Organizations Committee reviews the recognition form, the President or a representative of the campus club must meet with the Organizations Committee for a brief interview.
- i. Campus clubs may be asked to revise their recognition form. If so, they must meet with the Organizations Committee again, with revisions.
- j. Once approved by the Senate, the President and Advisor will be asked to come before the Executive Board and sign a contract agreeing to the terms and conditions of being an active club (Article VII).
- k. A campus club has permanent recognition with the Student Government Association, given that they follow the criteria of an active club (Article VII).
- l. A campus club is capable of applying for Student Government Association funds every semester.
- m. A campus club shall have the power to register on-campus and off-campus events through the Office of Student Affairs or their affiliated academic department.
- n. A campus club may use Student Government Association office resources for the purposes of advertising for these events.
- o. A campus club shall automatically have an on-campus account generated for them upon Student Government Association Senate recognition. The purpose of this account is to store any money fundraised.
- p. Campus clubs may become eligible for deactivation by the Student Government Association.
- q. For the first semester that the club is recognized, the club shall be considered "Class B." This means the club shall be monitored by the organizations committee, and can be deactivated by the Organizations Committee if they are not fulfilling their mission statement or the minimum of ten members.
  - i. The Organizations Committee reserves the right to recommend a campus club be deactivated by the Senate if they are failing to complete the responsibilities listed in the previous clauses.

## VII. **Campus Club Deactivation**

- a. An Inactive Club
  - i. Does not have an Advisor or officer team.
  - ii. Does not meet the ten member requirement.
  - iii. Does not hold at least one event in a semester.
- b. At any time, the Organizations Committee may request a report to review the status of the campus club.



- c. If a campus club fails to meet any of the above criteria for one semester, then the Organizations Committee shall have the power to consider that campus club inactive.
- d. When a campus club is moved into inactive status the Vice President must report it to the Financial Controller and the chair of the Budget Committee within two business days.
- e. If the campus club fails to recover from inactive status after one year, then that campus club shall be eligible for deactivation.
- f. When the Vice President and Organizations Committee recommends that a campus club shall be deactivated, they must announce it to the Student Government Association Senate one week prior to deactivation.
- g. The Senate shall have the power to deactivate a campus club at the recommendation of the Vice President and Organizations Committee by a two-thirds (2/3) vote at the Student Government Association Senate meeting following the meeting where the announcement of deactivation was made.
- h. Upon deactivation, the campus club's account is closed and any surplus funds shall be transferred to the Student Government Association general account.
- i. A campus club who wishes to reactivate must submit a Special Interest Group Application.

## VIII. Referendum

### Section 1. Self-Assessed Student Fee

- A. Proposed legislation to alter the Student Activities Fee must be written according to *Robert's Rules of Order, Newly Revised* and brought to the Senate floor in accordance with the Washington College Student Government Association Constitution and By-laws.
  - a. The Senate retains the right to pass or fail the bill at its own discretion.
- B. If by a 60 percent majority the Senate moves to hold a referendum on the legislation, said legislation is removed from the floor and handed to the Parliamentarian for a campus-wide vote.
- C. After the Senate moves for the referendum, there shall be a mandatory two-week period during which Senators educate their constituents on the alteration in the fee.
- D. Campus-wide voting on the legislation shall take place on the Thursday immediately following the end of the mandatory two-week education period.
- E. It is the responsibility of all members of the Election Committee, as well as the authors of the legislation, to be present during campus-wide voting.
- F. Campus-wide voting times will be in accordance with the election standards in these By-laws.

- G. The legislation shall pass if a simple majority is reached. This majority shall be calculated out of the number of votes cast, not the total student population.
- H. If passed by the student body, the legislation automatically becomes law and policy of the current Washington College Student Government Association administration.

Section 2. General Legislation

- A. In the event that the Senate moves to have the entire campus vote on legislation presented at Senate, the above procedures apply in all respects.