

## BYLAWS BOWDOIN STUDENT GOVERNMENT

### **Article I) Meetings**

- A. Meetings shall be run in a respectful and welcoming environment. The following Rules of Order must be followed to ensure this environment, but those from outside the General Assembly of Bowdoin Student Government (“Assembly”) should not be required to know them in order to contribute meaningfully to dialogue.
- B. The Assembly shall meet regularly by rule or at the call of the Executive Committee.
- C. Rules of Order
  - i. Legislation will receive a first reading and will be voted on at the following meeting.
  - ii. Meetings will automatically adjourn at 10:00pm.
  - iii. All business will be limited to an automatic 5 minute time limit which requires a 1/5<sup>th</sup> second to extend.
  - iv. Any of the above rules may be temporarily suspended by a 2/3 vote of those present.
  - v. The Constitution does not allow official business to be conducted without the presence of 2/3 of the Assembly’s membership (not including unfilled seats).
  - vi. The Chair only votes in the event of a tie or when the Constitution mandates that s/he does so.
  - vii. All votes will be decided based on those present except those votes for which the Constitution requires that the Assembly’s entire membership be taken into account.
- D. Parliamentary Procedure
  - i. This procedure is established to provide a structural framework for Assembly meetings, but the Assembly is a legislature not a debating society, and the emphasis should never be on the parliamentary procedure.
  - ii. The current edition of Robert’s Rules of Order Newly Revised shall govern any and all procedures of each meeting.
  - iii. Motions (in descending order of precedence)
    - a. Point of Order: may interrupt anything in order to shed light on a procedural or parliamentary error.
    - b. Introduce Legislation: any member may introduce legislation to be included for discussion; requires no second or vote.
    - c. Amend: both legislation and motions may be amended; requires a second and a majority vote.
    - d. Vote: forces a vote on the matter at hand, stopping all debate and negating the 2-week rule; requires a second and a 2/3 majority vote.
    - e. Table: legislation may be laid on or taken from the table by a second and a majority vote; the legislation being discussed during automatic adjournment will be automatically tabled until the next meeting.
    - f. Suspend the Rules: rules i, ii, and iii in § C above may be suspended by a 2/3 vote of those present.
    - g. Extend Debate: a 1/5 second extends debate past the 5 minute mark.
    - h. Recess: requires a second and a majority vote to dismiss the meeting for a specific period of time.

- i. Adjourn: requires a second and a majority vote to end the meeting.
- j. Point of Information: anybody may ask a question of the Chair regarding procedural, parliamentary, or legislative issues.

#### E. Agenda

- i. The President, as part of his constitutional authority, sets the Agenda for the meeting. Public Comment Time must be included at the beginning. Any member may introduce a piece of legislation as per § D.ii.b which will be included on the agenda.

#### F. Executive Session

- i. A 2/3 vote of the Assembly present may move the Assembly into Executive Session.
- ii. During Executive Session, all non-members of the Student Government must leave the room
  - a. At the discretion of the Chair, Student Government Staff and Advisors and former Student Government members may be allowed to stay.
  - b. The subject of an impeachment proceeding has every right to remain in the room during the entirety of his impeachment proceeding, including Executive Session.
  - c. The members and advisors of the Judicial Board may remain in the room during Executive Session in order to communicate the names of candidates to the Assembly.
  - d. Any other person may be admitted into Executive Session to communicate sensitive information by a further 2/3 vote of those present.
- iii. No computers are to be used during Executive Session except with the permission of the Chair.
- iv. Any notes taken during Executive Session must be given to the Chair before returning to normal business to ensure that no sensitive information has been copied.
- v. The Secretary may only take minutes during Executive Session if so directed by the President and a majority of the Assembly present. These minutes will be available only to the members of the Assembly.
- vi. No votes may be taken during Executive Session.
- vii. All impeachment proceedings (excepting the final vote) should take place during Executive Session in order to protect the Assembly from being sued for defamation. If the subject of an impeachment proceeding waives his right to sue for defamation, the proceeding may take place outside of Executive Session.

#### G. Chairperson

- i. All meetings will be chaired by the President of the Bowdoin Student Government.
- ii. Should the President be unable to attend a meeting, the Chair *pro tempore* shall be determined by the Order of Succession to the Presidency.
- iii. The President must designate the Vice President for Student Government Affairs as Chair while s/he presents a piece of legislation.

### **Article II) Attendance**

- A. Procedure
  - i. The Vice President for Student Government Affairs shall call roll at the beginning of each regular Assembly meeting. The Chair of each Committee shall call roll at the beginning of each Committee meeting.
  - ii. All absence records shall be cleared at the end of each semester.
- B. Absence. An absence is defined as any member who, with no prior authorization from the Vice President for Student Government Affairs, misses more than 25% of any given Assembly meeting.
- C. Warning. The Vice President for Student Government Affairs shall notify any member within one absence of expulsion from the Assembly or removal from a Committee.
- D. Expulsion.
  - i. Any member of the Assembly who has been absent from three or more regular Assembly meetings, three or more regular meetings of his/her respective primary Committee, or a combination of five absences from both the Assembly and Committee meetings shall be expelled from the Assembly *latae sententiae*, i.e. is not subject to any deliberation or vote.
  - ii. The Vice President for Student Government Affairs must notify the member of his/her expulsion no more than forty-eight hours after a regular meeting of the Assembly.
  - iii. The expelled member may appeal the decision to the Executive Committee, and the Committee may reinstate the member by a 2/3 majority vote.

### **Article III) Rules, Procedures, and Guidelines of the Student Organizations Oversight Committee**

#### **A. Definitions**

- i. The Student Organizations Oversight Committee (SOOC) is responsible for reviewing charter submissions, chartering qualified clubs, and helping those clubs develop and fulfill their intended purpose. The ultimate goals of the SOOC are to:
  - a. Foster student leadership on campus
  - b. Enhance campus life through the support of club programming and community building
- ii. The SOOC essentially does four things:
  - a. Charters clubs
  - b. Maintains the records and charters of those clubs
  - c. Supports clubs in their programming and general functioning
  - d. Works closely with the SAFC to ensure Student Activities Fee money is used effectively and efficiently

#### **B. Annual Tasks**

- i. There are several annual tasks that must be completed for the SOOC to operate successfully.
- ii. All-year
  - a. **Event planning:** Assist clubs throughout the event planning process to ensure successful events
  - b. **Club advertising:** Assist clubs in advertising their events and activities to the student body
  - c. **Maintain the Student Orbit:** Ensure that events and announcements made to the Orbit are clear, organized, and easily understood

- d. **Improve the Student Orbit:** Work with the Student Web Advisory Team to ensure that the Orbit is meeting the needs of club leaders and students
- e. **College policy:** Keep club leaders informed of relevant college policies and advocate on their behalf on issues concerning club life

iii. Fall

- a. **Update Orbit:** Make sure new club leaders are given the relevant permissions to edit their Orbit pages
- b. **Club Leader Information Sessions:** Go over College/SOOC/SAFC policies with new club leadership and ensure that all relevant resources are made available to them (SAFC Guidelines, Club Leaders' Manual, Orbit, etc.)
- c. **Student Activities Fair:** Work with the Student Activities Office to hold the Activities Fair so clubs can recruit members and spread awareness
- d. **Update SOOC website/mail list:** Update the SOOC's pages on the BSG website, as well as the [clubleaders@list.bowdoin.edu](mailto:clubleaders@list.bowdoin.edu) list
- e. **Train New Members:** Train each member of the SOOC in the event planning and club management process to allow them to act as resources for club leaders
- f. **New Charters Process:** Begin considering and distributing new charters

iv. Spring

- a. **Review Charters:** Make sure that club charters/constitutions are up to date and relevant, and that clubs are completing their missions.
- b. **Oversee Club Elections:** Ensure that clubs are conducting elections for new club leadership, and that new leaders are being adequately oriented in their new positions
- c. **Update mail lists:** Update the following mail lists with the new leader information:
  1. [clubleaders@list.bowdoin.edu](mailto:clubleaders@list.bowdoin.edu) (club leaders)
  2. [treasurers@list.bowdoin.edu](mailto:treasurers@list.bowdoin.edu)
  3. [accapellacouncil@list.bowdoin.edu](mailto:accapellacouncil@list.bowdoin.edu) (a cappella leaders)
  4. [culturalclubs@list.bowdoin.edu](mailto:culturalclubs@list.bowdoin.edu) (cultural club leaders)
- f. **Send out the Rechartering Survey:** Draft and distribute the rechartering survey via Qualtrics to all club leaders and approve their bids to recharter
- g. **Preserve Club Documentation:** Archive all relevant club documentation (website passwords, list passwords, etc. etc.) via the Rechartering survey to ensure club continuity from year to year

C. The Club Chartering Process

- i. Unchartered Clubs may submit a new charter request online at the BSG website. New requests are considered through the first semester and chartered on a rolling basis.
- ii. Club Chartering Guidelines: In order for a club to be considered for a charter, it must:
  - a. Admit all students regardless of race, religion, age, ethnic or national origin, gender, physical ability, or sexual orientation
  - b. Abide by the Bowdoin College Social Code, Academic Honor Code, Hazing Policy, and Nondiscrimination Policy.

- c. Have a mission distinct from all other clubs on campus
- d. Provide a leadership structure that will ensure the continuity of the club from year to year
- e. Campus Benefit: The club will ultimately benefit the Student Body
- iii. If a club does not reach all of these goals, or requires resources that we cannot realistically provide, they can be declined or asked to revise their charter

#### D. New Club Tasks

- i. After a club is chartered, several tasks must be completed by the SOOC:
  - a. Add leaders/treasurers to their respective mail lists
  - b. Get a club account number
  - c. Set-up an Orbit club list
  - d. Train new leaders in club management, campus services, etc.

#### E. Supporting Clubs

- i. The SOOC can offer many ways to assist clubs, from IT guidance to event planning. SOOC members should be prepared to field any questions or concerns from club leaders as they go about their club business. In addition, SOOC members may be assigned as advisers/liaisons to a specific club's event to ensure the smooth execution of said event.

#### F. Club Membership Activities Policy (CMAP)

- i. Scope of this Policy
  - a. This policy applies to organized club activities upon which club membership is contingent or can reasonably be understood as contingent. This policy shall apply only to clubs and club-sponsored activities; it will not apply to individual activities involving team members.
- ii. Affirmative Practices
  - a. There are many practices which are perfectly acceptable ways of welcoming new members to a club and building team unity. These practices should always be conducted in positive and affirmative manner.  
Note that the "opt out" clause under the rules of conduct section below still applies. Examples of acceptable activities include:
    - 1. Nicknaming, provided names are not vulgar, insulting, demeaning or discriminatory on the basis of gender, gender identity, sexual orientation, religion, race, ethnicity, physical traits or socioeconomic status.
    - 2. Games and challenges of a clearly innocent nature.
    - 3. Specifically-assigned, functional responsibilities for the maintenance of club activity.
    - 4. Club parties in accordance with College policies.
    - 5. Group activities that include all members.
    - 6. Ceremonies that are not explicitly intended to create fear or embarrassment.
  - c. All organizations must abide by the Bowdoin College Hazing Policy, as set by the Office of the Dean of Student Affairs.
  - b. This list is not intended to include all acceptable practices. Club leaders are welcome to consult the VP for Student Organizations in advance of any activities regarding the appropriateness of a particular activity.
- iii. Rules of Conduct

- a. Clear standards guide the conduct of club leaders and members as they plan and implement club membership activities. These include:
  - 1. Sensitivity to issues of gender, gender identity, sexual orientation, religion, race, ethnicity, physical traits and socioeconomic status.
  - 2. Providing clear and specific processes by which members can opt out of any activity.
  - 3. Members have a corresponding responsibility to use these processes when provided and make all possible efforts to make leaders aware of any concerns they might have.
  - 4. There should be no implication that the use of controlled substances is required for inclusion in a club.
  - 5. Club activities cannot include the structured consumption of controlled substances.
  - 6. Opportunities for individual experiences should be consistent and equivalent for all members.
  - 7. Leaders should be conscious and respectful of personal knowledge they already have of club members in designing club activities. This knowledge should be used to avoid the adverse effects of activities that relate to negative life experiences.
- b. Unless so authorized by the Student Organizations Oversight Committee, no chartered student organization may create sub-organizations under its jurisdiction.

iv. Unacceptable Activities

- a. The BSG will have no tolerance for structured activities that include the potential for: physical harm, fear, intimidation, physical restraint, nudity, verbal abuse, violations of the College Hazing Policy, violations of the Sexual Assault and Misconduct Policy, or disrespect for gender, gender identity, sexual orientation, religion, race, ethnicity, physical traits, or socioeconomic status. Also, activities intended to cause reputation-harming public embarrassment or compel members to break laws or College policy are strictly prohibited.

G. Procedure for Responding to Concerns of Violations of the CMAP

- i. All concerns regarding policy violation will be brought to the attention of the BSG by any member of the Student Affairs division of the College.
- ii. The Student Organizations Oversight Committee (SOOC) will address all concerns related to Club Membership Activities. Club leaders will be asked to provide a written response and will be given the opportunity to address the committee. A majority vote of the committee will recommend a response to the Executive Committee of the BSG. The Executive Committee will accept or modify the SOOC's proposed response and make all relevant parties aware of its decision.
- iii. These responses could include issuing a conditional public warning, reducing funding for specific club activities, or revoking the club's charter. The SOOC will strive to ensure that the long-term impact of any punishment is limited, given the changing composition of any club.
- iv. A public report will be issued after the consideration of every concern with the names of those involved omitted. The BSG will make every effort to protect the anonymity of all students involved in this process.

#### **Article IV) Officers of the Student Body**

- A. Election of the President and Vice Presidents of Bowdoin Student Government
  - i. The President and Vice Presidents will be elected at-large by the Student Body in the spring.
  - ii. Elections shall be conducted as outlined by the Election Rules and Regulations.
    - a. No person who is a candidate shall be eligible to conduct elections.
    - b. All candidates must submit a statement of candidacy that shall be made available to the student body before elections.
    - c. Elections and the counting of votes will be done on-line with the assistance of Information Technology. In the event of technical failure, elections may be rescheduled or held by paper ballot.
    - d. Candidates shall be notified of results within 24 hours of closing the election.
  - iii. When there is a vacancy in the Executive Committee, the Assembly shall elect one of its members to fill the vacancy.
  - iv. No person may fill more than one seat on the Assembly simultaneously.
- B. Officers and Responsibilities, in order of succession to the Presidency.
  - i. President – The President is the primary representative of student opinion to administrators and the leader of the Bowdoin Student Government. S/he chairs the Assembly, the Executive Committee and the Leadership Council, sits as an ex officio member of all Student Government committees, attends Faculty Meetings, serves as a Student Representative to the Board of Trustees and as a member of the Trustee Executive Committee. The President sets the agenda for the Assembly, identifies priorities for the Executive Committee and directs the activities of the Bowdoin Student Government. S/he oversees and supports all functions of the Bowdoin Student Government. Students who have not served as members of the Assembly are ineligible to serve as President.
  - ii. Vice President for Student Government Affairs – The Vice President for Student Government Affairs is responsible for organizing and supporting all activities of the Bowdoin Student Government. S/he chairs the Student Government Affairs Committee, sits as a Student Representative to the Board of Trustees and serves as an alternate to the Executive Committee of the Trustees. The Vice President for Student Government Affairs is responsible for ensuring the smooth functioning of the Bowdoin Student Government through membership oversight and maintenance of the constitution, bylaws, budget and regular processes. S/he will also oversee elections and appointments to committees of the College. In the event that the President is temporarily unable to fulfill her/his duties, the Vice President for Student Government Affairs will serve as Acting President until the President reassumes her/his responsibilities.
  - iii. Vice President for Student Affairs – The Vice President for Student Affairs is responsible for all Bowdoin Student Government policy and programming initiatives in the area of student life. S/he chairs the Student Affairs Committee and sits as a member of the Trustee Committee on Student Affairs. The Vice President for Student Affairs is responsible for liaising with administrators in the Student Affairs Division of the College, crafting Bowdoin Student Government policy related to student life and providing specific programming

to support Bowdoin Student Government initiatives.

- iv. Vice President for Academic Affairs – The Vice President for Academic Affairs is responsible for all Bowdoin Student Government policy and programming initiatives in the area of academic life. S/he chairs the Academic Affairs Committee and sits as a member of the Trustee Committee on Academic Affairs and on the Curriculum and Education Policy Committee. The Vice President for Academic Affairs is responsible for building relationships with faculty, liaising with administrators in the Academic Affairs Division of the College, crafting all Bowdoin Student Government academic policy and representing the Bowdoin Student Government in campus dialogue regarding the curriculum and academic program.
- v. Vice President for Student Organizations – The Vice President for Student Organizations is responsible for managing all Bowdoin Student Government processes related to club life. S/he chairs the Student Organizations Oversight Committee and sits as a member of the Student Activities Funding Committee. The Vice President for Student Organizations, along with the Vice President for the Treasury, is the Bowdoin Student Government liaison to the Student Activities Office and oversees all chartering, club support and review processes.
- vi. Vice President for the Treasury – The Vice President for the Treasury is responsible for overseeing the club funding process. S/he chairs the Student Activities Funding Committee and sits as a member of the Student Organizations Oversight Committee. The Vice President for the Treasury, along with the Vice President for Student Organizations, is the BSG liaison to the Student Activities Office and the primary manager of the Student Activities Fee. The Vice President for the Treasury shall also provide regular updates to the status of the BSG Funds and Student Activities Fee.
- vii. Vice President for Facilities and Sustainability–The Vice President for Facilities and Sustainability is responsible for all Bowdoin Student Government policy and programming initiatives related to the physical and virtual infrastructure of the campus. S/he chairs the Facilities and Sustainability Committee and sits as a member of the Trustee Committee on Facilities and Properties and the Campus Planning and Design Committee. The Vice President for Facilities and Sustainability is responsible for liaising with administrators in the Facilities and Information Technology Divisions of the College, crafting all Bowdoin Student Government facilities policy, advocating for improved student services and spaces and representing the Bowdoin Student Government in campus dialogue regarding future development.

C. iii) Staff

- i. The Executive Committee will hire a paid, independent Secretary to keep minutes at Assembly meetings as well as a Webmaster to maintain the website.
- ii. The President may create additional unpaid staff positions and make appointments to them with the approval of the Executive Committee. This includes the Programming Director who will be appointed by the Executive Committee, will act under its purview, and will attend Assembly meetings but not vote.

## **Article V) Elections Rules**



#### D. Definitions

- i. Campaign materials shall be defined as materials purchased and/or used by the candidate or his/her campaign, for the purpose of advancing said candidacy.
- ii. Campaigning shall be defined as any act used by the candidate, or his/her campaign, for the purpose of advancing said candidacy.
- iii. A constituency is the pool of eligible voters for each respective office.
- iv. Private shall be defined as that which is not in the general view, not widely known, and not facilitated by College.
- v. Public shall be defined as that which is not private. For the purposes of BSG elections all College forums or forums sponsored by College Organizations shall be considered public.
- vi. A campaign shall be defined as any person acting on a candidate's behalf.

#### E. Qualifications

- i. No person shall be a candidate for more than one office simultaneously.
- ii. Candidates must submit a petition to the election coordinator by the designated deadline to be eligible to run.
- iii. Class Councils: Candidates must secure at least fifty signatures from their respective constituency.
- iv. Bowdoin Student Government Officers and Elected At-Large Representatives: Candidates must secure at least fifty signatures from the entire student body.
- v. Candidates for the Bowdoin Student Government President must have previously served as a member of the Bowdoin Student Government.
- vi. Candidates are required to attend an Information Session.
- vii. Candidates must be enrolled in the College for the entire academic year for which they are running excepting the BSG Representatives and Vice President of the Junior Class.

#### F. Campaigning

- i. Candidates shall not use College funds or resources for campaign purposes. This does not include the use of college-funded media outlets.
- ii. Candidates shall not provide gifts or giveaways to constituents while campaigning.
- iii. Candidates shall not hold election campaign parties. Furthermore, organizations cannot hold such parties on behalf of the candidate.
- iv. Candidates shall not tamper with or electronically manipulate the voting process.
- v. Campaign materials must be removed when the election ends.
- vi. Campaign materials, especially posters, are not to be hung on glass doors.
- vii. Campaigning through mass e-mails is expressly prohibited. This includes the use of group aliases or mailing lists, including those belonging to dorms, houses, classes, and clubs.
- viii. Candidates are bound to the Social and Honor Codes.
- ix. Candidates will be provided with limited funding at the College Copy Center for campaign materials.

#### G. Other

- i. Elections must last for at least twenty-four hours.

- ii. The Elections Commission shall be composed of all non-candidate members of the Executive Committee along with the Chair and Vice Chair of the Judicial Board. The Director of Student Activities shall sit as a non-voting member. In the event that the number of non-candidate Executive Committee members falls below three, all senior members of the BSG Assembly will join the Commission.
- iii. This body has the final authority related to these matters.
- iv. The Elections Commission may choose to publicly warn and/or disqualify a candidate who violates the Election Rules and/or they may cancel and reschedule an election in which a candidate has committed a violation.
- v. All candidates have a right to a hearing in the event that they are accused of violating an election rule.
- vi. Candidates may ask the Elections Commission to reconsider their ruling.

#### **Article VI) Student Representatives to Committees of the Faculty and Trustees**

- A. Committees. A complete list and description of all committees shall be updated as necessary by the Vice President for Student Government Affairs, and shall be available on the web.
- B. Appointments. Appointments to the various College, Faculty, and Trustee committees will be made by the Executive Committee.
- C. Selection Criteria
  - i. Any student who is currently enrolled at Bowdoin and who, to the best of his or her knowledge, will be enrolled for the entire term of his or her service is eligible for committee positions.
  - ii. In the event an appointed student will be absent for part of the term of office on the committee, it will be the student's responsibility to inform the Student Government immediately and assist in the selection of a replacement.
- D. Responsibilities of the Representatives
  - i. Students representatives to the Faculty and Trustee Committees shall serve one-year terms from May to May, with the following exceptions.
  - ii. The student representative to the Financial Planning Committee shall be appointed to a two-year term.

#### **Article VII) Selections to the Judicial Board**

- A. The Judicial Board will announce the vacancies on the Student Judicial Board and the application procedure to the Bowdoin student body.
- B. All applicants will be interviewed by a committee composed of the continuing Student Judicial Board members and a member of the Assembly appointed by the Executive Committee.
- C. The names of the nominees are submitted for approval by the Assembly.

#### **Article VIII) Handling of Funds and Contracts**

- D. Allocations
  - i. All allocations from the Bowdoin Student Government account must be approved by the Bowdoin Student Government Assembly.
  - ii. Members of the Executive Committee may use up to \$150 in furtherance of their official duties without an allocation.

E. Withdrawals

- i. No withdrawals over \$100 may be made from the Bowdoin Student Government account without written authorization from either the President or Vice President for Student Government Affairs.
- ii. The President and Vice President for Student Government Affairs may not authorize withdrawal of funds which have not been allocated as per above.

F. Contracts

- i. No contract may be entered into on behalf of the Bowdoin Student Government without the express written authorization of the President and Vice President for Student Government Affairs.
- ii. The President and Vice President for Student Government Affairs may not enter into a contract on behalf of the Bowdoin Student Government without the authorization of the Bowdoin Student Government Assembly.
- iii. Any individual misrepresenting her/his ability to enter into contracts on behalf of the Bowdoin Student Government will be subject to impeachment and dismissal and such contractual obligations will be her/his sole responsibility.