

# SAS Bylaws 2017-2018

## I. Composition and Responsibilities

Collectively, SAS members are charged with supporting each other in carrying out their individual responsibilities. They are accountable to their respective branch chairs and all are accountable to the President. Each SAS member, with the exception of the class representatives, has the option of forming and chairing a committee to fulfill the students' individual responsibilities and carrying out the goals of SAS. These committees are not restricted to SAS members. In addition to their specific duties, SAS members are responsible for being active members in the Scripps community, attending SAS' programming, attending at least 2 events/trainings on issues of marginalization, attending SAS' fall orientation, and any other activities as requested by either the SAC or President.

Outgoing SAS members are charged with preparing incoming SAS members for their positions during the one-month transition period.

### President

The President shall retain the title of acting President until the day of Commencement, after which the newly elected President fully transitions into the position. Until then, the newly elected President is to be referred to as President-Elect.

Placement: Non-voting Officer of the Board

#### Responsibilities:

- Chairs the SAS Board and creates agendas for weekly meetings
- Reports to the student body
- Responds to the needs of students by communicating student questions and concerns to SAS and the administration
- Motivates SAS members to maximize their individual and collective contributions through individual meetings
- Meets at least once a semester with the student government presidents of the other four Colleges
- Acts as a student representative on the Board of Trustees Student Affairs Committee, Alumnae Leadership Council and works to plan networking opportunities with the Trustees as needed
- Ensures that BOT Student Reps communicate with the student body before and after BOT meetings
- Meets bi-weekly with the Dean of Students and monthly with the College President with other Scripps College staff and administration as needed
- Holds office hours for at least two hours a week

- Sends email blasts to student body to keep them updated on announcements and meeting highlights
- Organizes SAS' Fall Training events in collaboration with other SAS members, trainings in conjunction with NSP, Residential Life, and SCORE, and meetings with administrators
- Compile SAS Evaluation Responses for the Board and meet with each member of SAS Board to discuss the results
- Organizes semesterly SAS Lunches with Senior Staff members and works with SCORE and Diversity and Inclusivity Chair to prepare topics and readings before the meetings
- Convenes the BOT student representatives at least one week prior to BOT on-campus meetings to determine student priorities; this meeting must be open to students at large.
- Convenes an open forum with the student representatives for the full student body to report back non-confidential information from the Board within a week of Board meetings.
- Must attend 5C Budget Hearings for incoming term and exiting term
- Compensated \$1100 on a semester-basis for work on SAS Board as long as President is in accordance with their bylaws

**Note:** SAS strongly recommends that the President have prior experience with Scripps Associated Students or College Associated Representation. In order to run for President, the candidate must communicate interest to current President. If the student does not hold a position that is dorm-specific (ex. New Student Program Team Leader), the student may have the first choice of any unreserved single on campus, before Hall Draw takes place. The President cannot be a Resident Advisor in the same academic year as they would be serving as President. Should the student relinquish the Presidency before the end of the elected term, the student may be re-assigned and lose the privilege of occupying that room as well as lose their stipend.

## **Executive Vice President (EVP)**

Placement: Voting Officer of SAS Board

Responsibilities:

- Assumes the role of President in the case of President's absence
- Serves as the parliamentarian of SAS and deals with SAS personal issues or concerns
- Chairs the Election Committee in the Fall and Spring
  - In the event that the EVP is participating in the elections, they will appoint another person on SAS to oversee the Elections Committee
- Works with President and VPSA to plan and facilitate SAS trainings in the fall and spring semesters
- Facilitates BeHeard forums throughout the academic year in collaboration with SAS Senators and the Scripps Associated Student Body
- Collaborates with the Motley
- Facilitates a minimum of two events for the student body with senior staff
- Manages the application process of student Senators that takes place in the Fall semester

- Coordinates SAS bonding throughout the year

## Co-Treasurers

Placement : Non-Voting Officers of SAS Board

Responsibilities:

- Sits on Presidential Budget Advisory Committee
- Participate in budget allocation process for 5-Colleges and Scripps CLORGs/SAS
- Ensure the proper and timely distribution of funds for those approved and reimbursements for those with previous allocations
- Publish breakdown of student fees allocations for current year on the SAS website
- Prepare a presentation summarizing student fees allocations in the Spring semester to students and the BOT Student Affairs Committee
- Maintain SAS financial accounts (checking, savings, etc.) and keep financial records up to date
- Work closely with the SAS tax accountant to reconcile accounts and to ensure tax forms are complete
- Pay accounting fees and other SAS operating expenses
- Oversee the enforcement of funding allocation guidelines
- Bring FAC proposals with recommended amounts exceeding \$1000 to SAS for a vote.
- Meet with the Scripps College Treasurer, SAS Advisor, Director of Financial Aid, and Dean of Student Activities Office as needed
- Each compensated \$1100 on a semester-basis for work on SAS Board as long as Treasurer is in accordance with their bylaws

Breakdown of Treasurer responsibilities:

### **Treasurer A:**

- i. Sit on the FAC
- ii. Has check writing abilities and writes all checks (or uses Venmo) to reimburse allocated funds
- iii. records all use of the debit card in Quickbooks
- iv. Maintains monthly bank statements
- v. Attends budget hearings for 5C CLORGs, Scripps CLORGs, and SAS. Meets with Treasurer B and incoming Treasurers A and B to finalize the budget for the coming year. Budget must be approved by SAS that spring.
- vi. Meets with SAS accountant as necessary with Treasurer B
- vii. Works with Treasurer B to create a public summary of budgets and FAC allocations that is available to the student body
- viii. Holds weekly office hours for at least two hours in the SAS office
- ix. Splits debit card responsibilities with Treasurer B
- x. Sends out budget statements to CLORGs at the end of the fall semester

### **Treasurer B:**

- i. Maintains a log of all current-year spending and budgeting;

- ii. Reconciles bank account monthly
- iii. Chairs weekly Funding Advisory Committee (FAC) meetings and handles all FAC-related correspondence. Notifies FAC recipients within 24 hours of application review
- iv. Deposits all income into bank account and records deposits
- v. Contacts the Student Accounts Office to request the student fees check at the beginning of each semester
- vi. Attends budget hearings for 5C CLORGs, Scripps CLORGs, and SAS. Meets with Treasurer A and incoming Treasurers A and B to finalize the budget for the coming year. Budget must be approved by SAS that spring.
- vii. Holds weekly office hours for at least two hours in the SAS office
- viii. Meets with SAS accountant as necessary
- ix. Splits debit card responsibilities with Treasurer A
- x. Updates Scripps CLORG leaders and -SAS representatives on their budgets at the end of the fall semester or the beginning of the spring semester
- xi. Has check writing privileges and may write checks as needed
- xii. Serves as primary liaison between bank and SAS

#### Funding Requests Allocation Guidelines

- A 5C CLORG will receive its budget allocation from ASPC for the following year based on its presentation during 5C budget hearings. Both incoming and outgoing Treasurers must be at budget hearings the entire time. 100% of the allocations will be given to ASPC in the form of a check in the fall of the following year.
- A Scripps CLORG will receive its budget allocation for the following year based on its presentation during SAS budget hearings. SAS budget hearings typically take place the Saturday after 5C CLORG budget hearings. Current Treasurers A and B, incoming Treasurers A and B, and the SAS Advisor sit on the SAS Budget Committee. 100% of the allocations will be available via reimbursement or debit card system in the following year.
- No CLORG may present at both the 5C and SAS budget hearings.
- SAS members will receive their budget allocation for the following year based on their presentation during SAS budget hearings. Current Treasurers A and B, incoming Treasurers A and B, and the SAS Advisor sit on the SAS Budget Committee. 100% of the allocations will be available via reimbursement or debit card system in the following year.
- Outgoing and incoming Treasurers A and B present the resulting budget drafts from the 5C Clubs and SAS budget hearings to the outgoing and incoming year's SAS. Budgets must be approved by the following year's SAS.

#### **Funding Advisory Committee (FAC):**

Function: To meet weekly and review FAC requests, to discuss issues related to funding and to allocate funds in accordance with the FAC Funding Guidelines.

#### Composition:

- i. Student at Large Representatives will be selected via an application process and will have a voting role. These students will be found within the first two weeks of each semester. The

number of Representatives can vary, but cannot exceed three. The students can re-apply for the position.

- ii. A representative from Student Investment Fund (SIF) will be present, but will have a voting role. The representative is chosen by SIF.
- iii. The Motley Assistant Manager will be present, and will have a voting role.
- iv. Senators from the senate finance committee will be voting members. The number of Senators can vary, but cannot exceed three.
- v. The Co-Treasurers will not have a voting role but will be present at every FAC meeting. Treasurer B will chair each FAC meeting.
- vi. If there is a tie among the Student at Large Representatives and Senators regarding an FAC decision, the Co-Treasurers will break the tie.

#### FAC Funding Guidelines:

- i. Each student can receive funding for two thesis bindings and a Keck poster (if needed) per academic year. Students can apply for additional thesis funding for specific projects if needed but are not guaranteed additional funding. Other funding includes Hearst Foundation and Motley funding. Students may not receive funding for printing costs.
- ii. Each student can receive up to \$50 in conference registration funding per academic year.
- iii. Students who wish to receive funding for conferences must show that they have applied for other sources of funding e.g. Motley, Scripps travel conference fund, academic departments, SIF, Malott Commons Fund, LASPA, CP&R, SCORE & OSE. If no funding is allocated via another source, FAC reevaluate the conference request.
- iv. Each student can receive up to \$300 for academic testing purposes per academic year. Other sources of funding include the Motley.
- v. Students who receive funding for academic tests must send their test score document as proof that they took the test in order to be reimbursed. Students can block their test score out if privacy is of concern.
- vi. FAC will not fund: internship expenses; job expenses; events on campus that charge for participation; events/clubs/speakers that will channel funds to a non-profit organization or charity.
- vii. FAC will focus on funding: projects/events that in some way benefit the Scripps community.
- viii. If an FAC member requests funding for themselves or is in some way connected with the club that is requesting funding, they must step outside of the meeting when funding is being discussed & decided upon.

x. Requests over \$1,000 that are approved by FAC will be presented to SAS during the Sunday meeting following the FAC meeting and must be approved by the SAS Officer Board.

Seniors cannot be funded for anything that occurs post-graduation, but may still be reimbursed for approved requests from the preceding academic year.

Only Scripps students can apply.

Self-Spending: Stipends are not included in the 2.5% of SAS's annual budget that may be spent on SAS officers.

Reserves Spending: If SAS fund reserves get too high (as deemed by the SAS accountant and Co-Treasurers), the Treasurers must present a series of ideas on how best to allocate the excess reserves to the SAS Board. The Co-Treasurers create a final proposal of how excess reserves should be spent, and SAS Board vote to approve the Co-Treasurers' proposal.

## **Secretary**

Placement: Voting Officer of SAS Board

Responsibilities:

- Introduces the student body to SAS members through various means
- Takes minutes for every SAS Officer Board meeting; if the Secretary cannot attend these meetings, they must arrange a substitute to take minutes
- Ensures that all minutes are published no later than 72 hours after the end of the meeting
- Updates the SAS bulletin board in Seal Court and Humanities Courtyard
- Chairs the BOT Representatives Selection Committee in the Spring
- Archives SAS minutes from current and previous years
- Has full responsibility for managing and updating the SAS website
- Distribute the meeting agenda to SAS members at the beginning of each week
- Record any non-SAS members present at all meetings for the purpose of transparency
- Updates Bylaws and Constitution according to approved changes; keep an archive of SAS bylaw changes
- Coordinates SAS member of the month
- The Secretary must check SAS mail from OSE at least once every 2 weeks
- Responsible for the creation of SAS Facebook Events
- Advertise SAS sponsored events and initiatives through proper channels, including SAS Facebook page.
- Increases visibility on campus by expanding internet presence, innovative marketing and advertising strategies, and by branding
- Makes sure that SAS is identified by the SAS logo or other means in all printing and Internet publications by SAS
- Monitors social media and brings pressing issues back to SAS

## **Board of Trustees Representatives and Alternatives Selection**

### **BOT Representative Selection Committee:**

Function: To meet in the Spring semester to select the next year's BOT representatives.

Composition:

The committee will be made up of the SRSC (Student Representative Selection Committee) and be chaired by the SAS Secretary. Anyone applying to be a BOT Representative may not sit on the committee.

Procedure for Choosing Representatives:

- i. A list of all positions and job descriptions will be distributed to the student body via the SAS website and email at least 2 weeks prior to the application submission deadline.
- ii. The submission deadline will be after the results of the SAS Election have been determined.
- iii. Appointments will be determined by the Student Representative Selection committee (SRSC), which will be headed by the SAS Secretary.
- iv. No applicant can serve on the SRSC for the duration of BOT representative selection
- v. Selected representatives will be notified by the SAS Secretary.
- vi. Any candidate dissatisfied with the nominations procedure may submit a written appeal to the Board.

### **Minutes**

The SAS Secretary, or a proxy arranged by the secretary, is required to take all minutes. The minutes must contain:

- List of all SAS Members absent from the meeting (except for BeHeard Forums and Senate meetings)
- Summary of all discussion
- Record of any vote taken as well as results of the vote

The minutes must be updated to the SAS Website within 72 hours of the meeting end.

### **Agenda**

An agenda sign-up for SAS meetings will be distributed to SAS members by the SAS Secretary. Any non-SAS member wishing to add something to the agenda must email the Secretary at least 48 hours in advance of the meeting at which they wish to attend and present and receive confirmation from the Secretary. Any SAS member that will be absent from a meeting must notify the Secretary 48 hours in advance.

## **Judicial and Academic Review Chair (JARC)**

Placement: Non-voting member of SAS Board

Responsibilities:

- Sits on Committee of Academic Review

- Works with the Faculty-Staff Relations Chair to organize informational sessions to acquaint the student body with the steps necessary for:
  - Filling out petitions to CAR
  - Planning ahead for study abroad
- Maintain knowledge of both academic and non-academic policy changes enacted by the DOS and communicate these changes to the Faculty-Staff Relations Chair.
- Is required to attend Executive Board meetings when called upon by the SAS President

## **Sustainability Chair**

Placement: Voting member of SAS Board

Responsibilities:

- Sits on and liaises between Scripps Environmental Clubs, SAS, Green Living LLC, Facilities and Planning Committee, Energy Team and Sustainability Committee
- Works with student body to organize and host the PowerDown Energy Challenge every spring. Works with maintenance, Malott Dining Commons staff, Director of Grounds, Director of Facilities, and Sustainability Coordinator to execute and publicize event.
- Networks with administrators and student groups to achieve a more sustainable, local, environmentally friendly and consciously aware campus, including promoting ways to conserve energy, water and natural resources to all students and administrators.
- Promotes and advocates for increased administrative, as well as grassroots measures that promote a more sustainable campus culture.
- Makes oneself available to students as a knowledge resource, including making students aware of the local options they have (Farmers' Market, CSA, etc.).
- Organizes events and programs that relate to environmental initiatives, for example: Scripps Scraps, local dinner/dialogue, film screenings, Student Garden Project, composting, recycling in the dorms, etc.
- Advocates for increased administrative as well as grassroots measures that promote a more sustainable campus and campus culture.
- Support events that are environmentally friendly

## **Diversity and Inclusivity Chair**

Placement: Voting member of SAS Board

Responsibilities:

- Permanent member of the Committee on Inclusion, Diversity, and Equity (CIDE) and its subcommittees.
- Arranges meetings between underrepresented groups and administrative personnel
- Co-sponsors events with organizations that also serve the needs of underrepresented students on campus, such as SCORE, AASU, AASP, Café con Leche, CLSA, Family, the QRC, Watu Weusi, and OBSA

- Organizes, supports and communicates cultural events and activities to the Scripps community
- Bring the voices of underrepresented groups to SAS
- Meet with SCORE director to address issues of inclusion on campus
- Meet with SCORE CLORG leaders before and after the PACDI meetings to prepare and debrief as a group
- Facilitate Leadership Council to discuss issues of diversity and inclusion to Scripps CLORGs leaders and plan regular CLORG-focused events

## **Faculty-Staff Relations Chair**

Placement: Voting member of SAS Board

Responsibilities:

- Encouraged to host at least two events each semester (such as the “Cook with Malott” series and Fall/Spring Mixer)
- Facilitates communication with Faculty and Staff through meetings with the Dean of Faculty, Dean of Students, Associate Dean of Faculty and FEC’s members, especially their Faculty-Student Chair
  - Meets with the FEC Faculty Chair twice a month
- Meets with the Dean of Faculty every month
- Serves on Bice Fund Committee
- Organize the Student-Choice Professor/Staff of the Year and Staff/Faculty Appreciation event
- Serves on the Academic Policy Sub-Committee of the Faculty Executive Committee

## **Vice President of Student Activities**

Placement:- Voting Officer of SAS Board

Responsibilities:

- Manages programming positions. Assists programming members of the SAS Board in planning and executing their events. Also responsible for helping to train SAS programming positions and Programming Committee (PC) members.
- Mentors and sponsors two 5 College events per semester with the 5 College Events Chair/Student Organizations Commissioner. Must follow all proper Scripps' protocol in regards to executing events-
- Sends out twice-weekly "SASsy Emails" through SAS-L with a summary of social events at Scripps and the 5 Colleges.
- Meets with the appropriate Office of Student Engagement (OSE) staff to liaise between OSE staff and students as needed
- Allocates the VPSA budget to fund 5C and Scripps on-campus events. Funding may not go to alcohol, ticketed events, or events that exclude Scripps students. VSPA budget will also go to supporting SAS programming positions

- Chairs the SAS Programming Committee with help from the 5C Events Chair, and Student Organizations Commissioner. The Programming Committee is responsible for helping to organize SAS programming events, especially 5C Events.
- Meets with programming members of the SAS Board to discuss progress, goals, and responsibilities
- Holds offices hours for at least two hours a week.
- Sits on public events advisory committee.
- Attend budget hearings in the incoming and exiting spring of their term.
- Compensated \$1100 on a semester-basis for work on SAS Board as long as VPSA is in accordance with their bylaws

**Compensation:** If the student does not hold a position that is dorm-specific (ex. New Student Program Team Leader), the student may have a second choice of any unreserved single on campus, before Hall Draw takes place. The VPSA cannot be a Resident Advisor in the same academic year. Should the student relinquish the position before the end of the elected term, the student may be re-assigned and lost the privilege of occupying that room, as well as lose their stipend.

## **Student Organizations Commissioner**

Placement: Voting member of the SAS Board

Responsibilities:

- Organizes SAS Sunday Snack, which must take place in an accessible location on campus.
- At least one CLORG or office must host snack, whose budget should contribute to the cost of food. Acapella groups should also be encouraged to partake in Snack.
- Plans activities for the Scripps community and assists other students or CLORGS in planning campus-wide events.
- Sits on the Programming Committee with the VPSA and 5C Events Chair.
- Plans at least one non-Snack on-campus event per semester, not including the Winter Dinner and Garden Party or Halloween trick-or-treat.
- Plans and executes at least two formal events at Scripps
- Coordinates with CLORG members to assist with snack duties as delegated
- Holds CLORGS leaders accountable for registration and other mandatory procedures
- Works closely with the Diversity and Inclusivity Chair to bring the voices of underrepresented groups to SAS
- Communicates with CLORG leaders either through workshops or email to update CLORG leaders on relevant policy and funding information as necessary
- Organizes Mandatory Tea for Scripps' CLORGS
- Works closely with the Treasurers

SU:

- Makes executive decisions with regards to the direction and decoration of the Student Union
- Brings awareness to the Student Union by partnering with other SAS officers and student leaders on campus to host more events and programs.

- Supplies Scripps students and CLORGs with necessary craft materials, functioning computers, and printer
- Manages the Student Union with regards to:
  - Scheduling events and room reservations
  - Purchasing and organizing supplies for the craft area
  - Tracking locker sign-ups
  - Replenishing printer paper and updating technology

## **First-Year, Sophomore, Junior Class Presidents**

Placement: Voting members of SAS Board

Responsibilities:

- Plans and executes at least 2 events each semester that are class--specific. These may include but are not limited to: Mocktail Parties in conjunction with the Alumnae office, Senior Thesis Workshops for Juniors, Study Abroad
- Assists Board members as well as other class presidents with their events
- Sends a SAS update to each respective class at least once per semester
- Junior Class Presidents must meet with the President's Office starting at the beginning of spring semester and throughout the rest of their term to discuss commencement speaker selection. The process of selecting a speaker must include participation from the respective graduating class

## **Senior Class Presidents**

Placement: Voting member of SAS Board

Responsibilities:

- Send frequent emails updating the class on important events and commencement information
- Communicate with exiting Junior Class Co-President(s) and the President's Office about commencement speaker as needed
- Plan Senior class events (both alcoholic and non-alcoholic) throughout the year, coordinating with the other classes and the other schools
- Organize and execute fundraising activities to fund senior class events that include alcohol
- Organize senior class celebration for the end of fall semester
- Organize the Senior Class Vegas Trip
- Organize the annual senior class brunch in Margaret Fowler Garden
- Serve as Capstone Day liaisons (including assisting the Public Events Office, the Dean of Faculty Office, and Tiernan Field House to coordinate the event and organize the faculty/student soccer game)
- Organize the faculty speaker selection process for the senior awards ceremony (including voting by senior class, and coordination with the Dean of Faculty Office)
- Organize the senior class speaker selection process with the assistance of a designated senior class speaker committee (including auditions, voting by senior class and counting of votes)

- Coordinate the senior class' painting of Graffiti Wall with the assistance of a designated Graffiti Wall committee (including the submissions of artwork, voting by the senior class, painting of the wall and signing by senior class)

## 5C Events Chair

Placement: Voting member of SAS Board

Responsibilities:

- Plans and executes at least two social events each semester in collaboration with the VPSA
- Collaborate with other event heads amongst the 5Cs to create a safer and more fun social scene for the Claremont Colleges; specifically holds other event heads accountable regarding issues of safety and inclusion
- Sits on SAS Programming Committee along with the VPSA and Student Organizations Commissioner.
- Attends maintenance meetings at least one week prior to any 5C event
- Meet at least once per semester with other 5C event heads
- Helps maintain 5C weekly event schedule on Facebook with other 5C event heads
- Meets as needed with Associate Director of the Office of Student Engagement (OSE)
- Raises unrestricted funds with the Senior Class Co-Presidents

## II. Elections

### Procedures for Announcing Candidacy

i. Signup extensions for offices that have no candidates will be determined by the Election Committee.

ii. The candidate participates in election week activities that include:

- Submitting a Statement of Intent to [beheard@scrippscollege.edu](mailto:beheard@scrippscollege.edu) by stated deadline that is to be posted by the EVP in each residence hall and in Seal Court, Student Union, and the SAS website for students to view.
- Candidates for President, VPSA, Diversity and Inclusivity Chair and Co-Treasurers must meet with current SAS members of that position
- Giving an election speech.

**Note:** The Election Committee reserves the right to make exceptions to these requirements in emergency situations. Candidates who fail to turn in a Statement of Intent on time can run as a write-in candidate. Write-in candidates cannot participate in SAS speeches and their' names will not appear on the ballot.

### Publicity Procedures

i. Publicity may include posters, handouts, election parties, public announcements, speeches, banners, and table tents. The posting of publicity must follow the regulations outlined under Advertising, Publicity, and Solicitation Procedures under the Campus Policies section of the Guide to Student Life. Access to student mailboxes is limited to two handouts per candidate per voting

period. Posters for candidates may only be posted on bulletin boards around campus. Candidates must remove posters within one week following the election.

- ii. Campaign spending must not exceed \$25 and candidates will be reimbursed up to \$15. This includes all money spent on the campaign (examples: parties, printing fees). Each candidate is required to turn in a financial statement of the student's publicity spending, including receipts, to the Election Committee by at least 24 hours in advance of the elections. Failure to do so, as well as overspending, will result in the student's name being removed from the ballot. The amount of the limit will be reexamined each Spring semester by the Election Committee.
- iii. Current SAS members must not publicly endorse any candidates running for office on social media, and remove any election advertisements from their doors.

### **Ballot Procedures**

- i. In order for any SAS election to be legitimate, there must be a 20 percent vote from that position's constituency. In the event that 20% of a constituency is not met, the Election Committee may decide whether to uphold that election.
- ii. "Abstain" and "Write in" will appear on all ballots. "Abstain" is defined as a vote not counted, and "Write In" as a vote counted towards a candidate written in. Write In candidates must qualify for the position (ie current students in good standing with the college) to be counted. An invalid Write In will be counted as an abstention. Leaving a ballot box blank will not be counted in the quorum for that category.
- iii. "Abstain" and "Write In" will be defined at the top of each ballot. "Abstain" is defined as a vote not counted, and "Write In" as a vote counted towards a candidate written in. Write In candidates must qualify for the position.
- iv. In every race a majority (greater than 50% of the votes) is needed to win the election.
- v. If no candidate receives a majority (greater than 50% of votes), a runoff election will be held between the two candidates with the most votes. In the event of a runoff, there will be no "write in" option, and abstentions, as always, will not be counted to the total.
- vi. SAS must post the following information as soon as it is available in the Student Union: the number of people eligible to vote, how many people voted in the election, how many votes cast for each office, for each candidate and the percentage of votes received by each candidate. The Elections Committee will calculate these numbers. Candidates will be informed of the election results via e-mail as soon as the votes are tallied. On the same day, the rest of the school will be notified of the result also via email. The percentage margins of the result need not be sent out in the emails, but must be posted in the Student Union. The e-mails sent out to the candidates and the student body must mention that the percentage margins of the result are available for viewing at the specified location. Even in the case of the run-off, the results of the election should be released as soon as the count is finished.
- vii. Students with grievances against the election process may appeal to the Election Committee within 24 hours of the announced results.
- viii. All election-related emails must include a statement of grievance policy. The grievance policy is as follows:
  - Any grievance against the election process may be brought at any point during elections but before results are announced

- Any grievance with the results of the election must be brought within 24 hours of the results being publicized

ix. If there is any question about the validity of the election results the Election Committee reserves the right to hold a re-election.

### **Disqualification Statement**

If a student fails to meet these election guidelines, they will go before the election committee. Punishment (either a warning or disqualification) is at the discretion of the Election Committee.

### **Run Off Election Procedure**

If no candidate secures a majority (greater than 50% of the votes), a runoff election must be held. The runoff ballot will be sent to the student body in the same email that announces the winners of the election, preferably on the day that the results are calculated. Runoff ballots will include the two candidates with the highest number of votes and an abstain option. No write-in option will appear on runoff ballots.

### **Fall Elections**

Positions filled: First-Year President, vacant SAS positions.

### **Spring Elections**

Positions filled: All SAS positions and Recent Graduate Trustee (elected by the entire student body), Class Representatives (elected by respective classes; take office in the next academic year).

### **Vacancies**

At will of the Board, vacancies can be filled by application, which must be reviewed by the elections committee.

### **Student-Choice Professor of the Year**

During Spring Elections, the entire student body votes for the Student-Choice Professor of the Year. Visiting, Associate and Assistant Professors all qualify. Professors on leaves of absence or sabbatical during Spring semester do not qualify.

### **Senior Award Ceremony Faculty Speaker**

Each Spring the Dean of Faculty's Office asks SAS to select a faculty member to address the senior class and commencement guest at the Senior Award Ceremony. The speaker is selected from nominated candidates. The Senior class votes on the top candidates and the professors are asked in order of student preference (ie, if #1 professor is not available to speak, #2 professor is asked)

### **Election Timeline**

Fall elections must occur before the end of September. Spring elections should be held during the week following Spring Break. The Inaugural Ceremony, marking the transition from one SAS leadership to the next must occur within one month of Election Day. In the case that spring break be

scheduled inopportune for the election process, it is the duty of the Elections Committee Chair to propose to the Council that the scheduling be hastened or postponed.

### **III. Grievances, Appeals & Impeachment**

If an officer is impeached or asked to step down they will lose all privileges that come with their position. Therefore the President and VPSA may lose the student's room-selection privileges and be asked to move to another room. Officers that receive stipends will not receive them no matter how much of their term they have served.

#### **Appeals Process**

The Judicial Board of Appeals will be made up of 5 students appointed by the president who are approved by SAS. These students must have minimal involvement with any groups on campus.

### **IV. Terms of Office, Succession & Resignation**

#### **Succession**

**For SAS President:** In the event that the President of SAS is unable to continue in office and less than one semester remains until new elections, the line of succession will be: EVP, VPSA, Secretary, and JARC with two of these positions acting as Co-Presidents. In the event that the President is unable to continue in office and more than one semester remains, a new election will be held to elect an interim president.

**For SAS Officers (excluding Senators):** In the event that a student officer is unable to continue in office regardless of the length of the time remaining, SAS will solicit nominations and applications from the student body, and SAS will elect an individual from the candidates applying. The winning candidate must be elected by a simple majority of EB.

**For Senate:** In the event that a Senator is unable to continue in office and less than one semester remains, SAS may appoint a student to take their place. In the event that the Senator is unable to continue in office and more than one semester remains, a new election will be held to elect an interim representative.

#### **Resignation**

Should the President or SAC resign from office, the student may lose the student's room-selection privileges and be asked to move to another room. Should an officer that gets a stipend choose to resign, the amount of the stipend they receive will be contingent on how much of the term they have served. If they served less than half of the semester they will not receive any of their stipend. If they serve half or more of the semester they shall receive half of their stipend.

### **V. Meetings**

**Meetings for the Board will follow the following guidelines:**

Modifications to set time or location must be posted on the website and announced at the meeting prior to the change. These can be separate from the regular meeting for that week or take the place of it.

### **Attendance**

Absent officers should inform the Secretary prior to the meeting. Continuous tardiness will result in disciplinary action. Action will be taken by the EVP if absences have not met these specifications. SAS officers who cannot attend SAS meetings as outlined above may be asked to resign and will be replaced. If the person refuses to resign, the situation may be referred to the Executive Branch to determine how to proceed. A quorum consisting of 50% plus one of the elected voting members is necessary for an official meeting. Absent members may send a proxy who is not already a voting member of SAS. Proxies will count as part of the quorum and act on behalf of the absent member. SAS members are allowed to have two unexcused absences without a proxy.

All meetings are open to all members of the Scripps student body. Any member of the 5C community who is not a Scripps student who wishes to attend a meeting must be approved by a majority vote during the Call to Order of the meeting. Any member of the 5C community who is not a SAS officer and wishes to speak at a meeting must contact the SAS Secretary at least 48 hours before the meeting in order to be put on the agenda.

### **Meeting procedure**

SAS meeting structure is based upon Robert's Rules of Order (Parliamentary Procedure). Modifications should be determined by the President and EVP.

### **Special meetings**

Special meetings may be called by the President or a group of seven SAS officers. At such meetings no business may be discussed or acted upon except that for which the meeting is called. Time, location and topic of the special meeting must be publicized 24 hours prior to the meeting via email to the student body and on the SAS website.

### **BeHeard forums**

BeHeard forums serve as an opportunity for SAS to report back to students, answer questions, invite administrators to make presentations and provide a chance for the student body to make itself heard to SAS. BeHeard forums are announced at least a week in advance via posters, email, and/or the SAS website. The secretary, or substitute, will summarize BeHeard discussions to be distributed to SAS officers and the student body.

### **Minutes**

The minutes shall contain the names of the members present and absent, as well as the proxies' names, a brief summary of the discussion of all motions, when a decision is called for, and a record of affirmative/negative votes and abstentions. The minutes will be distributed within a week of the meeting to all SAS officers to be approved at the next beginning of the next meeting and then posted on the SAS website. The minutes will be posted on the SAS website within 72 hours of approval. Highlights of the minutes are to be sent by the resident via email to the student body.

**Agenda**

An agenda for each meeting shall be provided at least 24 hours in advance of each meeting. SAS members wishing to have an item included on the agenda must contact the secretary at least 48 hours in advance of the meeting.

**Attendance**

A quorum consisting of 50% plus one of the voting members is necessary for an official meeting.

**VI. Student Referendum Policy**

A decision on such matter will be determined by a vote of the student body. If the voting of a proposal does not fall concurrently with an election, then a special voting procedure organized by the elections committee will occur with the advance notice of one week. A decision on such a matter will be determined by a majority vote with at least  $\frac{1}{3}$  of the student body participating. The election results will be announced via email within 24 hours after the end of the election.

**VII. Funding Requests Guidelines****5C Clubs and Organizations (CLORGs)**

Any 5C CLORG that wishes to lay claim to funds from more than one of the 5C's should participate in the 5C budget hearings as organized by the Associated Students of Pomona College (ASPC).

Applications are available at the end of March and mandatory 5c presentations will be heard at an all day funding conference in April. CLORGs applying for this type of funding will be considered for an allotment to serve them throughout the next academic year. 100% of the allocations will be given to ASPC in the fall of the following academic year. At least two current SAS members must be at the 5C budget hearings at all times, one of which should be from the following: Treasurers, CLORGs Chair, or President.

**Scripps CLORGs**

It is strongly suggested that turnover of CLORGs leadership occur in the spring prior to budget hearings. No Scripps CLORG may apply for funding from both the 5C budget hearings and the Scripps budget hearings. Any Scripps CLORG that may lay claim to funds should participate in the Scripps budget hearings as organized by the CLORGs Chair. Applications will be available during April and mandatory presentations will be heard at a funding conference at the end of April. CLORGs applying for this type of funding will be considered for an allotment to serve them throughout the next academic year. 100% of the funds will be available on a reimbursement and debit card system. SAS members required to be present for the entire budget hearings: Treasurers, CLORGs Chair. At least one of the following must also be present: former Treasurers, former CLORGs Chair. The attendance of the SAS President is also recommended.

**VIII. Committees****Chair responsibilities**

The Chairs are expected to form committees and convene committee meetings as necessary.

### **Committee Descriptions**

The formation of all committees not outlined below are at the discretion of SAS officers.

#### **Executive Board**

Function: Meets weekly to discuss pertinent information.

Composition: Chaired by the President who is a non-voting member. Voting members are EVP, VPSA, JARC, Secretary, Co-Treasurers, Diversity & Inclusivity Chair, SOC, Sustainability Chair.

#### **Programming Board**

Function: Organize and execute SAS sponsored events.

Composition: Chaired by the VPSA who is a non-voting member. Voting members are the Co-Treasurers, Media Relations Chair, Dorm Activities Chair, 5C Events Chair, Faculty Staff Relations Chair and all five class presidents.

#### **Budget Committee:**

Function: Designation of CLORG budgets.

Composition: Chaired by CLORGs Chair who is a non-voting member except to break a tie. Other members include both Co-Treasurers and four Senate members.

#### **Elections Committee:**

Function: Oversee the election process.

Composition: Chaired by the EVP. Members are at the discretion of the Chair but must include the Secretary.

#### **BOT Representative Selection Committee:**

Function: To meet in the Spring semester to select the next year's BOT representatives.

Composition: Chaired by the Secretary. Members are at the discretion of the Chair but must include both SAS officers and members of the student body.

#### **Funding Advisory Committee:**

Function: To meet weekly and review FAC requests, to discuss issues related to funding and to allocate funds in accordance with the FAC Funding Guidelines.

Composition: Both SAS Treasurers, the Student Investment Fund Officer at Large, the Motley Assistant Head Manager,, and a Student at Large.

#### **FAC Funding Guidelines:**

- i. Each Scripps senior can receive up to \$100 per thesis for the entire year. A two-semester thesis can only receive \$100 total, not \$100 per semester.
- ii. The FAC Student at Large must be a student who does not sit on SAS. This student must be found within the first four weeks of the year. If the student is not present during the spring semester, a new member-at-large should be found within the first four weeks of spring semester.
- iii. Each Scripps student can receive up to \$400 in conference funding each school year.

- iv. Each Scripps student can receive up to \$300 in exams, academic testing, and job interviews.
- v. FAC does not fund individual internship expenses.
- vi. The FAC will seek to fund only events and projects that in some way benefit the Scripps community.
- vii. FAC cannot fund events that charge students for participation.
- viii. FAC does not fund an individual's internship expenses, job application expenses, or certification expenses.
- ix. Funding cannot be provided to events that will channel our funds into another non-profit organization.
- x. Requests for any amount over \$1000 must be approved by SAS Board.

Self-Spending: Stipends are not included in the 2.5% of SAS's annual budget that may be spent on SAS officers.

Reserves Spending: If SAS fund reserves get too high (as deemed by the SAS accountant and Co-Treasurers), the Treasurers must present a series of ideas on how best to allocate the excess reserves to SAS. The Co-Treasurers create a final proposal of how excess reserves should be spent, and SAS vote to approve the Co-Treasurers' proposal.

## IX. Self-Spending

Stipends are not included in the 2.5% of SAS's budget that may be spent on SAS officers.

### Stipends

Any stipends for SAS officers can be changed through a 2/3 vote by all the voting SAS members. In order to change a stipend SAS must notify the student body by email at least one week prior to voting. This email must outline how and why the stipend will be changed. Any changes to the stipends become effective as of the next SAS administration.

### Leadership Grants

SAS CLORGs may opt in to using a percentage of their annual budget for a "leadership grant" for any number of members of their leadership.

This percentage is determined by the incoming co-treasurers and is approved by a simple majority of the full Board at least week prior to Scripps Budget Hearings for the upcoming year. It is to be posted on the SAS website under the "Funding" tab. The percentage may not exceed 25%, nor may any single student receive a grant beyond the maximum amount of Federal Work Study given.

Any CLORG choosing to stipend leadership must have a faculty/staff advisor.

Any CLORG intending to begin to provide leadership grants must submit a 1/2 page written report of contribution to the Scripps Community to SAS at the time of Budget Hearings.

This written report need only be submitted the first year of opting-in; CLORGs continuing to provide leadership grants from previous years must submit a document with the signatures of at least 7 general members of the CLORG at the time of budget hearings.

Additionally, any CLORG providing a leadership grant must submit the names of the students who will receive the grant to the Dean of Students at the time of Scripps Budget Hearings.

CLORGs opting in to leadership grants must have a representative on some SAS Committee.

Leadership grants will be made accessible through the Dean of Students office; the grants may be revoked should the CLORG fail to comply with the above bylaws.

Opting in does not necessarily guarantee an increase in budget from previous years.

## **X. Amendments**

Amendments or modifications of these bylaws may be proposed at any time. Amendments must be adopted by a  $\frac{2}{3}$  vote of all SAS officers. Any of these bylaws may be suspended by a  $\frac{2}{3}$  vote all voting SAS officers. SAS approved amendments or modifications to the bylaws shall be announced to the student body via email and on the SAS website within a week of their passage.

Proposed changes to the constitution will be voted on during the next election.